

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 16 March 2015 AT 6.30 pm**

MINUTES

Present: Paul Larkin (in the Chair)
Joanne Summers
Nicola O'Connell
Valerie Askins
Tim Gately
Joy Larkin
Kathryn Lloyd
Scott Isaacs
Alban Barnes
Michelle Woodmore
Jo Conway

In attendance: Eileen Heylin (Clerk)

| No | | Action |
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| 1 | Apologies and consent There were no apologies for absence and the Governors did not approve the absence of Steve Bradley | |
| 2 | Declaration of Conflict of Interest There was no conflict of interest declared with the items on the agenda. | |
| 3 | Minutes of the Last Meeting The minutes of the meeting of 2 February 2015 were approved and signed | |
| 4 | Matters Arising: <u>i Governor's Declaration form</u> PL reported that he had tried to contact SB but there had been no response <u>ii Health and Safety Report:</u> AB reported that the LEA had conducted a H & S audit which was good on the whole although there were some actions to follow up which were mostly to do with documentation and some risk assessments. He said that he would keep a check to make sure the the documentation was being actioned and not just to be filed. <u>iii OFSTED Powerpoint:</u> TG and SI are actioning | AB TG/SI |
| 5 | Headteacher's Report The Headteacher's report had been previously circulated and the following questions were asked: Q Do you think that with the booster classes in Maths we will get to 100% A There is one pupil who may not convert so it will probably be 97%. Q So what is being done about that? A Our next assessment period is in 3 weeks' but if there has been no change then we will take further steps. | |

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| <p>Q Is there a high take-up for the Maths booster class?</p> <p>A All of Year Six attend and then they are differentiated. 88% are already where we expect them to be and there is nothing to suggest that the rest of the children won't be there by the time they take their SATs.</p> <p>Q Are there any guidelines regarding the definition of 'above' and 'significantly above' progress?</p> <p>A OFSTED look for 100% of children converting from KS1 to KS2 so I will get back to you on the actual levels in my report next time.</p> <p>Q Why are the levels so much lower in Year Four?</p> <p>A This is a group which last year had zero but now it is 43% so progress is being made. We still need to bring that class in line with the others. We are doing some interventions especially for Year Four. We have been focussing on progress as opposed to attainment especially with the middle ability children. There are more middle attaining girls in Year Four who were not making as much progress as they should. These girls are now in a reading club where they are encouraged to express an opinion to give them more confidence. TG was asked to put in past figures in his next report so that comparisons can be made.</p> <p>Q How are we now using the new Special Needs expertise that we have on the staff?</p> <p>A The new SENCO-trained teacher works half a day and is chacking on speech and language training. She is working with special groups of children at the moment.</p> <p>Q What was the percentage of teachers that you observed as outstanding?</p> <p>A Three out of eight</p> <p>There was then a discussion on a specific area of teaching which can be found in the Part II minutes.</p> <p>Q Why has the authorised absences increased?</p> <p>A There have been some specific issues which we have had to deal with</p> <p>Q Are the odd sick days decreasing?</p> <p>A We are recording what it is a child is away for and checking up on them.</p> <p>There was a typing error in the figures which TG is to correct.</p> <p>Q Do you keep data on behaviour?</p> <p>A Yes and it would be interesting to know which class is the problem and then we could target specific areas. We do have some individual children with strong behavioural needs.</p> <p>Q Would it help if Governors came in at times when the children are not in the classroom?</p> <p>A Yes please. The playground is the place where issues usually occur. Observation should be linked to the Behaviour Policy and measured against it.</p> <p>KL explained how the 'Playground Squad' will work.</p> <p>Q How much engagement do we have with the MSs?</p> <p>A I am meeting them tomorrow. With the exception of two they are</p> | <p>TG</p> <p>TG</p> <p>TG</p> |
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| | <p>Tas and those two come into school 10 minutes early for briefing.</p> <p>Q How do they feed back?</p> <p>A If the incident is in class they feed back to the class teacher, otherwise they feed back to me.</p> <p>Q Are we documenting behaviour issues?</p> <p>A Yes it is recorded by class teachers but we could start collecting that. Incident books are checked every term.</p> <p>Q Why are exclusions so high?</p> <p>A That is the total, the three days were not all together.</p> <p>TG explained what help the child was getting.</p> <p>The governors asked for more specific breakdown of exclusion incidents in the next report.</p> | TG |
| 6 | <p>Reports of Committees:</p> <p><u>Non-Curricular Committee</u></p> <p>SI reported on the meeting of the Non-Curricular committee saying that financially the school is in a good position.</p> <p>The committee agreed to do an analysis of the school maintenance to see how costs would spread out. AB said that he was preparing a 5 year maintenance plan which he would send to members when complete. It will be a standing agenda item for the Committee.</p> <p><u>Curricular</u></p> <p>Had had an update on Early Years, a progress report on reading and a staffing update.</p> | |
| 7 | <p>Policies to be Ratified</p> <ul style="list-style-type: none"> i. Environmental Education & Waste Management – to be circulated for approval at the next meeting. ii. Managing Medication – to be circulated for approval at the next meeting iii. Visitors into School - to be circulated for approval at the next meeting iv. Children Looked After – ratified. NO’C to produce a version for the parents by the summer. v. Inclusion – to be included in the Equality Policy vi. Exclusions - ratified vii. Bereavement - ratified viii. Alcohol & Drugs - Ratified. There was concern that the LEA policy has not been reviewed since 2009. Clerk to alert them ix. Homework - ratified x. First Aid – ratified xi. Use of force when restraining pupils – ratified xii. Staff Grievance – ratified xiii. Bullying – ratified To be included in Behaviour Policy xiv. Data protection including uses of images of children – ratified xv. Filing Personal Records – ratified xvi. Charging and Remissions – the Governors agreed to use the County Policy which TG will circulate for ratification at the next meeting. xvii. Code of Conduct – to be discussed with the staff | <p>AB</p> <p>AB</p> <p>AB</p> <p>NO’C</p> <p>EH</p> <p>TG</p> |

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| | <p>xviii. Assessment – ratified</p> <p>xix. Teaching and Learning - ratified.</p> <p>xx. TG asked the ‘reviewers’ of the policies to email the agreed ones to Jane Willetts at admin@twowaters.herts.sch.uk</p> <p>MW left the meeting at 8.10pm</p> <p>Q How do these policies reach the staff?</p> <p>A I will tell them where it involves staff directly and cascade others when agreed by governors. They must be kept up to date.</p> <p>SI is to now make sure that reviews of policies are up to date and that others are re-assigned as necessary.</p> <p>PL thanked members for the work that they had put in.</p> | |
| 8 | Governor Monitoring All statutory policies now on website. | |
| 9 | <p>Change of Instrument of Government:</p> <p>The Clerk explained why this was necessary and had circulated a draft document. Discussions took place and some changes were made. The status of Governors was suggested as –</p> <p>Co-opted Governors: KL,NO’C, JC,PL, JL, MA,JS</p> <p>Elected Parents: VA and AB</p> <p>Elected Staff: MW</p> <p>Local Authority member: SI</p> <p>A clause stating that no more than half of all Governors (not including the Head and elected Staff member) should be parents of children currently attending the school, was added.</p> <p>The Draft to be sent to County for approval</p> | EH |
| 10 | Governor Monitoring TG distributed the focus for visits for this term together with points to consider during the visit. NO’C gave guidance on how to monitor guided reading. | |
| 11 | <p>Training</p> <p>AB to attend Complaints Handling</p> <p>AB, PL, SI to attend H & S training on 12 March</p> <p>TG is to go on Asbestos training</p> <p>AB to offer Handling Training to office staff.</p> <p>It was agreed to organize a cluster training session on Preparing for OFSTED</p> | PL |
| 12 | <p>Any Other Business</p> <p><u>Staff Questionnaire:</u> It was agreed to re-send the letter to staff asking them to take part. TG to ask the past Chair for a copy of the letter she sent and to give out hard copies at the next staff meeting.</p> | TG |
| 13 | Date of Next Meeting 16 th March 2015 | |
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The meeting closed at 9.05

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