

## TWO WATERS PRIMARY SCHOOL GOVERNING BOARD

MEETING ON 8 MAY 2017 AT 6:30PM

### MINUTES

**Present:** Andrew Charlwood (Vice Chair), Yvonne Brown, Allie Cochran, Sam Hakner,  
Helen Shay, Jo Conway, Gisele Waterman, Tina Howard, Tim Gately

**In attendance:** Hannah Bailey (Observer), Ellie Baptista (Associate Member),  
Rod Woodhouse (Clerk)

No.	Item	Action
1.	<p><b>To receive apologies and approve absences</b></p> <p>Apologies were received and accepted from Alban Barnes, in his absence Andrew Charlwood took the chair.</p> <p>The chair welcomed everyone to the meeting and introduced Hannah Bailey who was attending as an observer. He also explained that Joy Larkin had, regrettably, decided to resign as a governor due to personal circumstances.</p> <p><b>Action: Governors asked the school to ensure a card and flowers were delivered as a thank you to Joy for her services to the school.</b></p> <p><b>Action: AB to circulate an up to date list of governors to all members</b> to ensure that all positions in Instrument of Government are filled</p>	AB
2.	<p><b>Declaration of conflict of interest</b></p> <p>No declarations were made.</p>	
3.	<p><b>Minutes of previous meeting</b></p> <p>The minutes of the previous meetings were approved without comment or amendment and were signed by the chair.</p>	
4.	<p><b>Matters arising not otherwise on the agenda</b></p> <p>1.Governors Corner – has now been set up in the staffroom. A number of useful titles are on bookshelves. Governors were encouraged to use the contents after class visits.</p>	ALL

Signed..... (Chair)

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	<p>2.Exit database – views of staff leaving will be gathered via exit interviews. AB will create a database of information.</p> <p>3.Policy Allocations – ACh advised that policy reviews should be incorporated into the work programmes of the Governing Body and the committees and proposed that AB, YB and ACh meet to review the policy schedule and items of committee business in the School Development Plan and create work programmes</p> <p>4.Ofsted Q&amp;A – AB will send out a set off Ofsted Q&amp;As. prior to the Ofsted Mock Interview Board training being held on 22 June at 8pm at the Holiday Inn Hemel Hempstead. All governors to attend.</p> <p>Copies of Keeping Children Safe in Education had been sent to all governors. Not all members recall receiving it so it will be sent again. Following a review of the documents governors should complete a form and return to the school.</p> <p><b>Action: School to re-send KCSE to all governors. All governors to read and complete form.</b></p> <p>5.Annual Programme of work – see item 3 above</p> <p>6.PREVENT Training – this was recently delivered in-house.</p> <p>7.Visits Form – a model form to be distributed by AB. TG to circulate details of visit focus and governors were requested to schedule class visits.</p> <p>8.Circulation of committee minutes – it has been agreed that all draft committee minutes will be circulated to all governors.</p>	<p><b>AB/ACh.YB</b></p> <p><b>TG/ All governors</b></p> <p><b>TG/ALL</b></p> <p><b>TG/ALL</b></p>
<p><b>5.</b></p>	<p><b>Vision</b></p> <p>TG explained that it had been several years since the school’s vision was set by governors and staff and he felt it was now the appropriate time to re-visit the subject. He suggested that governors join staff at an INSET day on 1/9/2017 to work together on updating the school’s vision.</p> <p><b>Action: Staff and governors to attend INSET on 1/9/2017</b></p>	<p><b>ALL</b></p>
	<p><b>Nursery Update</b></p> <p>TG informed governors that an Information Evening was to be held for new Nursery parents on 11/5/2017. Nursery places have</p>	

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<p>6.</p>	<p>been allocated and the school is taking up the opportunity to offer 30 hours to eligible families. A leaflet explaining the offer has been sent to parents. Nursery parents had been requested to bring completed applications for the 30 hours provision to the information evening after which time the level of uptake would be known.</p> <p>The school has recruited 2 Teaching Assistants to work in the afternoons in the Nursery. to support the delivery of the 30 hours offer.</p> <p><b>Q. What is the expected uptake?</b>  <b>A. A survey of parents had shown that about 85% of those eligible would take up the offer.</b>  <b>Parents are able to apply for variable hours during the week. A minimum of 8 children is needed to make it viable. TG will update governors at the next meeting.</b></p> <p><b>Q. Do you expect parents to sign up on Thursday?</b>  <b>A. Hopefully. Some will want more information.</b></p>	
<p>7.</p>	<p><b>Headteacher's Report - Verbal</b></p> <p>TG began by updating governors on current pupil performance data.</p> <p>EYFS- girls' attainment is higher than boys except in Understanding of the World. Overall, boys are making better progress than girls. There are 14 boys and 17 girls in the class. Attainment was lowest in Literacy so there is now a focus on phonics and fine motor skills which is seeing good results. In maths there is still a gender discrepancy to the disadvantage of boys. Overall the GLD is as strong as previous years.</p> <p><b>Q. What is GLD?</b>  <b>A. A Good Level of Development. Between 77% and 80% of children should achieve this standard by the end of the year.</b></p> <p>Key Stage 1 is looking good overall. Progress in maths is higher than in writing in Y1. Bays are making better progress than girls in reading. Predicted results are better than last year.</p> <p>At Key Stage 2 progress is good overall. Girls in Y4 and Y5 are making more progress than boys.  Predictions for Reading and Writing in Y6 are 87%, the same as last year. Maths is predicted to be 77% to 80%. There are several borderline pupils. However, the predictions are higher than last year.</p>	

Signed..... (Chair)

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**Q. Are the children well prepared for SATs?**  
**A. Yes they are and they have had good support at home.**  
**Q. How was the first day of tests?**  
**A. The Reading paper was today and seemed to be a very fair paper unlike last year. Tuesday is SPAG and Maths on Wednesday and Thursday.**  
**Q. What is the “pass” mark?**  
**A. We don’t know. It changes every year.**

TG explained that lesson Observations had been carried out and all were Good or Outstanding.

Attendance is a little down on the same period last year, but the school is working hard to keep on top of the situation.

Staff had recently attended an INSET day on FGM.

All staff had their passports checked to confirm their right to work in UK.

There had been a Safe Use of the Internet Day on 7/2/17 which saw some parents attending. TG has written to parents of Y6 pupils on the subject of internet safety.

There have been 2 safeguarding incidents, both of which had been dealt with effectively.

There has been 1 referral to Childrens Services.

The school has an “extra” pupil who has an EHCP plan for ASD. The pupil has a high level of support.

TG has issued 1 Fixed Term exclusion for 1 ½ days for a pupil in Y6 who is now back in school. He has referred the pupil to DESC for support with transition to secondary school.

There was 1 health & safety incident which was reported under RIDDOR.

There has been 1 racist incident. There has been PHSE follow up and both sets of parents have been spoken to.

**Q. Are there any particular triggers for these incidents?**  
**A. Not really. They are very individual cases.**  
**Q. Could SATs and secondary transition be affecting Y6 pupils?**  
**A. We take a sensible approach to SATs and try to minimise stress on pupils and explain we want them to show how**

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	<p>proud they can be of their achievements. The school undertakes a lot of SATs practice which prepares pupils for the actual tests.</p> <p><b>Q. Where do most Y6 pupils move on to?</b>  <b>A. The majority move on to HHS.</b></p> <p><b>Q. Do the children have a chance to visit their new schools?</b>  <b>A. Yes they do and the schools send staff to Two Waters to meet the children moving to their school. There is also a county wide change over day in early July where the “new” Y7 pupils visit their new school for a day.</b></p>	
8.	<p><b>Committee report</b>  The Curricular Committee had met and the chair gave a brief verbal report of the content of the meeting. She will circulate the minutes to all members.</p> <p>The Non-Curricular Committee had not met since the last Governing Body meeting.</p> <p><b>Action: Minutes to be circulated to all members</b></p> <p>There were no questions on her report.</p>	<b>Committee Chairs</b>
9.	<p><b>Policies</b></p> <p>The chair explained that the process was underway to ensure that procedures are in place to keep policies regularly reviewed and up to date.</p>	<b>ACh</b>
10.	<p><b>Governor Monitoring</b></p> <p>The focus for governor monitoring visits is to be sent out this week, the focus will be aligned with a priority from the School Development Plan.</p> <p><b>Action: TG to circulate monitoring focus.</b></p> <p><b>Q. Could there be separate areas of focus for different key stages?</b>  <b>A. That could be a good idea.</b></p> <p><b>Q. Could the focus be about having a Growth Mindset?</b>  <b>A. It could be.</b></p> <p><b>Q. Are we using Mindfulness techniques?</b>  <b>A. Yes. There is a staff meeting scheduled this week on the subject. There is some evidence of older girls not being resilient. We are looking at a range of strategies to support pupils.</b></p>	<b>TG</b>

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<p><b>11.</b></p>	<p><b>Governor Training</b></p> <p>Complaint Handling training – 16/5/2017 from 7 – 9pm</p> <p>Safeguarding training – 14/6/2017 from 7 – 9pm.</p> <p>Both training sessions to be held at the school. All governors are encouraged to attend.</p>	<p><b>All Governors</b></p>
<p><b>12.</b></p>	<p><b>AOB</b></p> <p>It was pointed out that it appears that the catchment area for the school is shrinking.</p> <p><b>Q. Is there any scope to increase the intake of the school?</b></p> <p><b>A. This is not directly the responsibility of the school, but of HCC. A survey was carried out a few years ago and it was felt that the school did not have the capacity to expand.</b></p> <p>Two Waters is always oversubscribed and there has been considerable building work in the area over recent years.</p> <p>The Curricular and Non Curricular Committees have a meeting scheduled for 22/5/2017 to take place at 6.00pm and 7.15pm respectively.</p>	

Signed..... (Chair)

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