



**MINUTES OF MEETING OF THE FULL GOVERNING BODY
HELD ON 14th NOVEMBER 2018 AT 7.00 PM**

Present: Andrew Charlwood (AC) Chair, Tim Gately (TG) Head, Sarah Feander (SF), Yvonne Brown (YB), Ellie Baptista (EB), Allie Cochran (AC), Sam Harkner (SH), Helen Shay (HS)
Apologies: Gisele Waterman (GW), Abimbola Olurin (AO)
Absent : Tony Woods (TW), Tina Howard (TH)
Clerk: Allyson Woodhouse (AW) – HfL clerk
In attendance:

		Action
1.	<p>Welcome, Apologies for Absence and Declarations of Interest.</p> <p>AC welcomed everyone to the meeting. AW was introduced as the new clerk. Apologies were accepted from GW and AO. TW and TH were also absent. SF was formally elected as a new governor.</p> <p>Q. Do class governors and governors with special responsibilities need to be elected? A. AC to look at allocations and to review governor special responsibilities.</p> <p>After discussion it was agreed that SF would link with Year 1 and EB with Year 2. SF would take responsibility for Sports Premium and GW would take responsibility for diversity.</p> <p>No declarations of interest were received.</p>	AC
2.	<p>Notification of Any Other Business.</p> <p>TG requested that the Nursery Admission Policy be discussed at item 9. This was agreed by the Governing Body.</p>	
3.	<p>Minutes of the meeting – 12th September 2018 and Matters Arising.</p> <p>Minutes had been distributed in advance of the meeting.</p> <p>Matters Arising: It was noted that there are no vacancies on the governing body. TG to let know AC know which governors have outstanding pecuniary interest forms. AC to chase. AC to chase governors with outstanding biographies. These should be sent to admin@twwaters.herts.sch.uk. It was noted that biographies are needed for the website to be compliant.</p>	AC AC

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	<p>Maths and Science observations to be completed before the end of term. TG provided governors with the visit focus.</p> <p>Q. What does a parent do if they wish to become involved with science in the school? A. Send email to school admin.</p> <p>Academisation/Federation had been discussed at Curriculum Committee. TG had e mailed other schools to arrange visits. It was agreed that a plan should be put in place to research the way forward for Two Waters. The plan was to visit a number of different settings and MATs. All agreed that sufficient schools should be visited to make an informed decision. AC and TG to meet to formulate plan. Decision should be made by the end of the academic year.</p> <p>Q. When schools are visited is there a proforma to use to ensure consistency? A. Yes.</p> <p>Q. Is the decision regarding academisation/federation a decision you have to make or want to make? A. It is possible we may be forced by the government to make the decision to become an academy at some point and it is better to investigate possible partnerships and be prepared to make the right decision for Two Waters.</p> <p>Minutes were agreed as a true reflection of the meeting. Minutes were signed by the chair and passed to the school for filing.</p>	AC/TG
4.	<p>Headteachers Report</p> <p>Report had been distributed in advance of the meeting. Please see report for detail. Report included data from the Analyse School Performance (ASP) document (replaced Raise Online).</p> <p>Key Points KS1:</p> <ul style="list-style-type: none"> • 87% children passed phonics test (80% boys/93% girls) – increase from 2017. 4 children who did not pass will take the test again next year. The 4 that did not pass included 2 children with SEND – 1 has an EHCP. • % of children working at the expected standard (EXS) is higher than Herts and National averages in all subjects. • % of pupils working at greater depth (GDS) is significantly higher than Herts and National averages. • Girls achieved higher than boys in each subject. • 2 children were in receipt of PPG – neither achieved the expected standard. <p>Q. Did any Year 2 children take the phonics test? A. Yes – they passed.</p> <p>HS informed governors that research shows that speech and languages and phonological issues impact significantly on literacy and maths attainment at KS1/KS2 and secondary education. HS is taking part in the SENCO award with a focus on dyslexia. HS is working to ensure early interventions, particularly for boys, are in place to maximise achievement for these pupils.</p> <p>Q. Are boys struggling in maths and literacy? A. Yes</p> <p>Q. Is there more reading in the maths reasoning papers? A. Yes. Language is often complicated which is difficult for pupils with phonological issues.</p>	

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Q. Have you researched different learning styles for pupils?

A. Yes. Outdoor learning is an example of this.

Q. Will there be a new SDP priority to include the above?

A. No. The work will be included in the current focus areas.

Q. Do you have maths packs for use at home?

A. No – this is an area to focus on.

Key Points KS2:

- Attainment for 'ALL' children is higher than the National average in maths.
- Attainment of boys is lower than the National average in maths. Cohort included 2 boys with SEND.
- Maths progress is lower than Reading and Writing – SDP focus.
- Attainment of disadvantaged pupils is lower than National average in maths.
- Attainment is higher than National average for 'ALL' children in Reading.
- Girls achieved higher than boys in Reading.
- Attainment for 'ALL' children is higher than the National average in writing.
- Overall progress score is negative in writing as girls achieved higher than boys and boys score brought score down.

Governors were informed that analysis of last year's papers had been completed. KS1 score had been so good it was difficult to show progress for KS2. HfL maths advisor is coming in to school to work with the SLT to look at data and to provide support. Maths subject leader is working with individual teachers to provide support.

Q. Do you use Essential Maths?

A. No – White Rose – diagnostic questions.

Maths is being linked into science and is a focus for early morning tasks. Maths days are planned and the Puzzle Company has visited the school.

Q. Can maths be monitored in Curriculum Committee?

A. Yes. Maths needs to be a focus for governors. Maths is now being tracked much earlier.

SDP Priorities

See SDP for full detail

- Priority 1: To improve progress scores across KS2, particularly for the most able.
- Priority 2: Develop and enhance Maths and Science opportunities across the curriculum, to maximise challenge levels for the most able through more frequent opportunities to investigate using specific Maths and Science skills.
- Priority 3: Maximise opportunities for all through the development of local collaboration and partnerships in the pursuit of due diligence towards Federation/Academisation/Foundation Status.

Q. How many visits are governors expected to do?

A. 1 a term – linked to the SDP focus.

Q. What is the target for attendance?

A. Aim for 97%. A Year 1 child is having a particular negative impact.

Q. Can you use PPG funding to support this family?

A. Funding is in place to support but the parent has mental health issues.

Q. Why have we got 31 children in KS1 classes?

A. The number sometime goes above 30 if we have a LAC or twins.

	<p>Q. How many children in Nursery are doing 30 hours? A. Exact number is in Non-Curricular minutes.</p> <p>Q. Have there been any more incidents regarding children being approached by a stranger? A. No. Not near here. The incident was near Nash Mills School.</p> <p>Governors were informed that there had been a sudden death of a parent. Pupil, class and grandmother being supported.</p> <p>PPG and School Sports Premium Reports were distributed. See reports for full detail.</p>	
5.	<p>Headteacher Pay Award.</p> <p>The Chair advised governors that the Headteacher Pay Award was due to be decided at this meeting, but it had not been completed at this time. Further detail was provided at item 9. See item 9 for detail</p>	
6.	<p>Update on approach to pupil, parent and staff voice.</p> <p>A parent forum had been held on 13/11/18. Discussion had taken place to decide which was the best way to get feedback. Decision was made to set up a parent mail questionnaire and to encourage use of Ofsted Parent View. Staff questionnaire is currently being completed by staff. Pupil questionnaire needs to be done. However, pupil voice is currently part of the Subject Leader SEFs and Governor Visits. Responses from each questionnaire will be included in the next Headteacher Report to Governors.</p>	TG
7.	<p>Update from Staff and Governors on Areas of Special Responsibility.</p> <p>AC had attended Safeguarding Training. AC to meet with TG to discuss. TW had completed a Health And Safety inspection. AC encouraged governors to ensure that they linked up with the staff subject leads to receive updates on areas of special responsibility for reporting back to committees and the FGB.</p>	AC/TG
8.	<p>Report from Committees</p> <p>Non-Curricular – Main focus of the meeting had been discussion around Federation/Academisation/Foundation status plans. Budget had also been discussed. This was RAG rated as Green. Curriculum – Deputy Head had given a presentation on the SDP.</p>	
9.	<p>AOB</p> <p>Nursery Admission Policy TG reported that the school had received a request from a parent to allow their child to continue in Nursery beyond the age stated in the Nursery Admissions Policy. It was noted that parents could now defer the time when their child joins reception. One Reception aged child's parents wanted them to repeat the Nursery Year. There was significant discussion regarding Nursery/Reception admissions and the impact on the school and on the future education of pupils.</p> <p>Q. Can we protect the school in the policy? A. Reception admissions are allocated by county. Nursery Admissions by the school.</p> <p>Q. Do we publicise the very small catchment area for the school? A. No. Parents are aware of this.</p> <p>Governors agreed to amend the policy to state that parents can defer entry to Nursery or Reception for Summer born children. Changes to be tracked and picked up at next Non- Curricular meeting.</p> <p>Head and staff governors left the meeting at this point.</p>	TG TG

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	<p>Headteacher Pay Award</p> <p>AC explained the Headteacher Performance Management process. Governors noted that the Pay Award could not be reported to and agreed by the Governing Body at this meeting as the Improvement Partner visit where the Headteacher's performance appraisal was due to take place was not until 22nd November. It was agreed that decision could be made by e mail correspondence following the Improvement Partner meeting as process needs to be completed by 31st December and the next FGB meeting is not until February.</p>	
10.	<p>Date of Next FGB Meeting – 13/2/19</p> <p>Meeting closed at 7.45pm</p>	

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