



Pinxton Village Infant Schools Governing Body

Minutes of the meeting of the Governing Body of Pinxton Village Infant Schools held on Wednesday 9th March 2016 at 6.00pm at Longwood site.

Membership

'A' denotes absence

Caroline Wilson (Joint **Vice Chair** & Parent Governor LW)
 Mary Dooley (LA Governor)
 Graham Hall (Co-opted Governor)
 Sebrina de Veer (**Chair** & Co-opted Governor)
 Gavin Morris (Co-opted Governor)
 Jessica Knighton (Staff Governor)
 Anisa Whitton (Joint **Vice Chair** & Co-opted Governor)
 Sarah Allison (Co-opted Governor)
 Matthew Peat (Co-opted Governor)
Vacancy (Parent Governor JK)

In attendance

Jan Pierce (Headteacher & Ex-officio)
 Christine Avery (Associate Member)
 Liz Hails (Associate Member/Acting Clerk to Governors)

Governors had received all associated documents and papers relating to the set agenda seven days in advance of the Governing Body meeting. It was expected that all governors had familiarised themselves with the content of the papers prior to the meeting.

22/16 Welcome/Reconstitution/New Governors

The Chair welcomed governors to the meeting. As 9 governors were in attendance, the meeting was quorate.

- a) Governing Body membership – the John King parent governor vacancy was discussed and it was confirmed that at the time of the meeting, no nominations had been received, with the closing date being Friday 11th March. Sebrina confirmed that a reminder text regarding the vacancy had been sent to John King parents earlier in the day.
- b) Appointment of Mary Dooley as Local Authority Governor – after governors approved in principle the reappointment of Mary Dooley as Local Authority Governor during the 10th February 2016 meeting, Sebrina advised that Mary Dooley's Local Authority nomination had been made by Councillor Jim Coyle. The nomination should have been approved at a Cabinet meeting held on 8th March 2016. As confirmation of cabinet approval had not yet been received by the Governing Body, Mary Dooley's appointment was **approved** by Governors from 8th March 2016, subject to her nomination being approved by Cabinet on that date.
- c) Vice Chair – A discussion took place regarding the vacancy for Vice Chair. Sebrina confirmed she had received advice from Governor Support that the Board had to appoint a Vice Chair. Jan explained that the main work will involve meeting with her

three times a year to set the School Improvement meeting agendas and then chair those meetings. The Welcome to Chairing course was offered for training purposes. Caroline Wilson and Anisa Whitton agreed to share the role, with Caroline being the lead Vice Chair and Anisa being willing to step in if needed. Caroline advised for succession planning purposes that she would not want to become Chair of Governors. After no other nominations were received, Caroline and Anisa were **approved** as joint Vice Chairs.

ACTION: Liz to update Governor Support with the new Vice Chair details and with the minute number for Mary Dooley's appointment approval.

ACTION: Welcome to Chairing course details to be passed onto Anisa and Caroline to consider attending the course.

23/16 Apologies for absence.

There were no apologies received as all governors were in attendance.

24/16 Declarations of interest in any of the agenda items for this meeting/Confidentiality

There were no declarations of interest in relation to the set agenda. Governors were reminded by the Chair that all matters discussed at the meeting were confidential.

A discussion took place regarding where 'any other business' items should appear on the agenda. Jan advised that they shouldn't be discussed on the current agenda and should instead be recorded in the 'agenda items for next meeting' section, where all governors can input to the next agenda content.

25/16 Teaching School Alliance Update

Jan provided a progress update for governors regarding Synergy Teaching School. She advised that a financial update would be provided for the next meeting on 27th April, as Synergy's budget would need governor approval. However, approval was requested for an invoice tabled at the meeting from Longwood Infant School to Synergy. The invoice was to cover budgeted salary costs from Sept 2015 to March 2016, photocopying costs, travel expenses paid to Anju and twilight hours worked by a Longwood teacher as an SLE for the teaching school. The invoice value was £26,944.33. Governors **approved** payment of the invoice.

Continued Professional Development (CPD) – all courses are showing a profit and figures confirming this will be presented at the next meeting.

Initial Teacher Training (ITT) – in 2015/16, Synergy had 18 students which reduced to 15 due to personal reasons. All 15 have interviews for teaching roles or are applying for a role. 2 are being interviewed for positions at their own school. The 2016/17 School Direct application round opened during October half term as a 'free for all' for teaching schools to attract students. This was a change to the previous

year where places were allocated for teaching schools to fill. As a result, the more established teaching schools heavily recruited and the courses were full by the time Synergy were ready to interview students. Synergy has secured 1 student for 2016/17 but as courses can't be run for 1 student, they will join another teaching schools programme. Jan confirmed that this has no financial impact for Synergy. After Easter Synergy will plan for the 2017/18 intake so that when the UCAS window for applications opens, they are ready to recruit. In future, Synergy will partner with Derby University only, not Sheffield Hallam University.

School to School Support (STSS) – Jan was happy to report that she applied for funding for 5 schools, which includes Kirkstead Junior School, and all applications for funding were approved. The next steps are to meet with the schools to go through their action plans and allocate support as needed.

Research and Development (R&D) – Jan advised this was an exciting area and a Headteacher from Bolsover Infants School was leading 6 research groups for the benefit of the alliance such as Maths Mastery, effective use of TAs and Fab Phonics.

Jan also advised that the cohort 9 teaching school application round was now open, so more teaching schools could be formed. Unfortunately Shirebrook Academy had lost its teaching school designation due to a drop in results and change of Headteacher. However, St Marys who held a joint designation with Shirebrook were still a teaching school. She also was pleased to advise that Christine Avery had developed a new website for Synergy, www.synergytsa.com. Jan concluded her update by going through the workshop exercise that staff and governors did at the joint meeting at the 4Derbyshire Training Centre on 10th February.

Minutes of the Governing Body meeting held on Wednesday 10th February 2016

26/16

Amendments & Acceptance of Minutes

The minutes of the Governing Body meeting held on 10th February 2016 having been circulated to governors prior to the meeting, were **confirmed** as an accurate record and **signed** by the Chair.

Matters arising from the Minutes

6/16 Jan to action Anju to provide the terms of reference for the Teaching School to have as an appendix – **Anju is working on this and the document will be an agenda item on 27th April meeting along with the Synergy Financial Procedures and Regulations document which has been changed to remove references to Alchemy.**

7/16 Jan requires absent Governors to sign the safeguarding documents – **remaining signatures were collected during the meeting.**

8/16 Gavin and Jan to meet to prepare the Governor Questionnaire to parents – **complete, and governors were given a copy of the drafted questionnaire during the meeting.**

ACTION: Governors to review the governor questionnaire to parents and provide feedback for any changes to Jan by Friday 11th March.

- 8/16 Christine to re-email the Ofsted Questions again with the minutes of the meeting – **complete.**
- 8/16 Governors to send responses from this to Jan before next meeting – **complete.**
- 9/16 Liz to add the school fund audit statement to the school website – **complete.**
- 9/16 Liz to update and circulate the IT Spend Document and to include the network cabinet item – **complete.**
- 9/16 Liz to investigate Longwoods imprest reconciliation query and advise governors of the outcome – **complete, the reconciliation was correct.**
- 11/16 Caroline and Sebrina to agree a date and complete a health and safety walk round and confirm the date with Liz – **walkaround date agreed as Wednesday 16th March at 9.30am, starting from Longwood.**
- 13/16 Christine to review Support Staff Performance Management and Development policy before the next cycle of Performance Management in the Autumn Term – **will be a future agenda item in time for PM reviews in Autumn term.**
- 15/16 Matt and Sebrina attend Glebe for Ofsted Training – **complete and agenda item for this meeting under governor training feedback.**
- 15/16 Matt to attend Welcome to Governance in March – **this will take place on 12th March.**
- 15/16 Sebrina to contact Mary about availability for Safeguarding Training. Christine to book places for Caroline and Mary (as needed) – **this has been done and is booked for 12th May.**
- 15/16 Sebrina to email Governors about their Finance Training Needs - **complete**
- 15/16 Matt to email Liz to arrange a date about in-house finance training – **complete and training had taken place earlier today.**
- 15/16 Governors encouraged to look at Channel Training – a PREVENT COURSE – **only some governors had completed this.**

ACTION: All governors to complete PREVENT training and bring their certificates to the next meeting
(http://course.ncalt.com/Channel_general_awareness/01/index.html)

- 15/16 Christine to liaise with Sebrina re safer recruitment training - **complete.**
- 15/16 Liz to ensure Governors absent from this meeting also sign the signing sheet – **the remaining signatures were given during this meeting.**
- 16/16 Matt to see Christine about the enhanced Curriculum Weeks - **complete.**
- 17/16 Governors need to complete the self-evaluation forms and return them at the next meeting – **some governors still need to return the forms.**

ACTION: Governors who did not hand in their SFVS or Governing Body Evaluation forms during the meeting to return to Liz asap for collation of the results.

- 17/16 Liz to email governors absent from the meeting to complete and return the forms – **complete.**

18/16 Christine to complete a confidential action - **complete**.

18/16 Sebrina to liaise with Liz regarding a gift for Claire Everitt – **complete**.

27/16 Radical rethink of early help offer

In addition to the Early Help Offer information circulated to governors prior to the meeting, Jan provided an explanation of what service the re-pool would provide to PVIS and the background to the Local Authority's request to have schools re-pool funding to support the Multi Agency Team (MAT). She explained it would cost £5,000 a year across the federation, advised on the levels and quality of support our schools have received in the past and that not re-pooling could result in job losses within the MAT team. Jan and Christine both fed back that due to the new joint Family Resource Worker (FRW) role with Kirkstead Junior School, it was felt issues could be dealt with more quickly and effectively than by referral to the MAT team. She advised that a response was needed regarding the re-pool by 31st March but made governors aware that if the decision is not to re-pool, responsibility for providing early help to families for 52 weeks of the year would transfer to PVIS from 1st April 2016, during the Easter Holidays. As the FRW is only employed during term time, discussion took place regarding how support could be provided. Pinxton Nursery are interested in contributing towards having a FRW available to their families. The current FRW would not want full time hours so a second person could be employed on a part time basis but discussion with Pinxton Nursery needs to take place to agree the role. It was discussed that contact information could be made available on the school website and in newsletters for cover during the holiday periods and a temporary measure could be found for the Easter holiday period.

Q – Is there anything else the MAT team would do that the FRW/school can't?

A – No, our current FRW is very experienced and can help in all aspects and make referrals to other agencies as needed.

Q – What would the second FRW role look like?

A - This needs to be discussed with Nursery first, what their budget is and considered alongside Rachel's hours.

Jan confirmed there were no safeguarding implications by not re-pooling to support the MAT team.

Q – What if we don't re-pool and have no holiday cover for Easter?

A – We can provide families with phone numbers for contacts for services. Also, Rachel's mobile will be held by the SLT until a new FRW is in post.

Q – Will the procedure for this be written up to be agreed by governors so we can be happy we are meeting our duties?

A – Yes, this will be done by Christine.

Governors agreed that funds should remain with PVIS to spend towards our own FRW role and **rejected** the request to re-pool budget from both schools in 2016/17

for the Early Help Offer.

ACTION: Christine to document procedure for holiday early help support requests.

ACTION: Jan to send notification to the LA about not re-pooling

28/16 Safeguarding- www.derbyshirescb.org.uk

Jan confirmed that safeguarding is an agenda item at every meeting and that the website on this agenda item had been provided for governor's information. There were no other matters to discuss.

29/16 School Improvement

- a) Headteachers report – Jan advised that governors should read this report in conjunction with the School Improvement Plan (SIP). Jan advised that in most cases the SIP items were on track and provided explanation for the one item that was delayed. She also advised the QDD visits by the schools ASIA, Debbie Tibble have been very positive. Positive feedback was also given by two governors with children in school who confirmed the new timetable of teachers teaching specialist subjects such as internet safety in the afternoons is noticeable, with the children being very knowledgeable and wanting to discuss what they have learnt. Governor questions were asked on specific areas on the SIP:

Q – Regarding SMSC training on the SIP, Ofsted expects full and far ranging support. Are we confident that we are providing that?

A – Yes, we have a document prepared for Ofsted which outlines how we fulfil this. Debbie Tibble recognised we covered this during her last observations in school. The subject matter is age appropriate. We also had a SMSC trainer visit who advised we were already doing what they would expect.

Q – In the Quality of Teaching section on the SIP it says that triangulation should be reviewed?

A – Jan explained how the triangulation process for assessing each child is carried out and that tweaks are usually made to the process carried out by the SLT after every review.

It was noted that there was an error on page 4 of the Heads report and the title 'CURRENT ATTENDANCE DATA FROM Sept 15 – 6.11.15' should have had the date range Sept 15 to March 2016.

- b) Self-evaluation summary (SES) – PD&WB section – there were no questions or

comments from governors regarding this section of the SES. Jan explained the SES is what is given to Ofsted before their inspection and is populated with the latest data at that time. Jan also explained to governors that the school improvement headlines are displayed in a poster in both schools staffrooms and areas of improvement are therefore clearly displayed so Ofsted can see it is a focus for the SLT and governors.

- c) Ofsted governors questions review of answers – the summary of governor responses were circulated to governors via email prior to the meeting. Jan had been advised by another Head who is also an Ofsted inspector to have 2 or 3 governors who can answer the questions if called upon. She also advised governors that she had been told the school website is where Ofsted get a ‘feel’ for the school prior to a visit. Jan went through the answers to confirm governors understanding and address any areas that weren’t answered correctly. She advised that governors are allowed to take into Ofsted meetings information to support them answer questions and Jan will prepare a strengths and weaknesses sheet for governors to refer to. Staff, governors and parents should all be saying the same thing about the schools focus, so governors must keep up to date.

ACTION: Jan to create a school improvement strengths and weaknesses sheet for governors.

- d) Feedback from SIRR – there were no questions regarding the reports for both schools but it was acknowledged that they were very positive.
- e) Updated Raise Online/Inspection Dashboard (Longwood) – the Early Years results were discussed after governors queried why reception children at Longwood had achieved below the national average percentage of children achieving good development by the end of the year. The impact of Longwood being a small school with small cohorts of children was discussed, where each child can make a large impact on the overall figures. The impact of two children arriving part way through the year with additional needs and a handful of children just missing achieving the good assessment, negatively impacted the figures. Attendance issues were also discussed and it was acknowledged that attendance is an issue and the FRW role was created to improve this. Jan reaffirmed that known issues and weaknesses are incorporated into the SIP headlines.

Q – What is being done to accelerate progress?

A – Half the group who just missed the good outcome had extra input in the Autumn term and are now where they need to be. The lower half of the group are now having additional input as they needed more time in the Early Years curriculum.

A discussion took place regarding the importance of children's work books as evidence for Ofsted and teachers/SLT for tracking progress and checking judgements are accurate. Jan confirmed teaching staff have done a lot of work to ensure the work books are organised effectively for this purpose.

Q – Why is there a big difference between girls and boys?

A – Because of the small cohort, split of boys/girls and nature of the children within it where one child can make a big difference to results.

Q – Why is there a bigger gap between 'disadvantaged' and 'other' to previous years?

A – because there were only 6 out of 17 children who were disadvantaged, so not many children. At PVIS we focus on the best learning for all children and work towards all children fulfilling their potential.

f)

Update on attainment and progress – the Year 2 Spring progress update was discussed for both schools.

Q – Why is reading better at Longwood than John King? Is it cohort specific?

A – As an SLT, we don't compare schools, we look at every child. The children had made more progress at John King by the end of Year 1, so started at a higher point.

Jan explained that progress rather than attainment was being reported at this time because the new curriculum is harder to measure and judgements for the new measures are still being developed. The figures show really good progress from their starting points. Jan explained how SPAG test papers for year 2s will be sent to the Department of Education to help them create a standardised score. She also advised that tests only form part of measuring a child's overall attainment.

Q – As this is reporting progress, what % of children do you think will be at the expected level?

A – Staff are being cautious so are predicting lower than will probably be achieved. Once the standardised scores are provided, staff should be more able to give a confident assessment. At the moment the expectation is 50 – 60%, but children haven't been taught everything yet.

Christine gave an update on Early Years progress. All Children are making good progress from their starting point. At John King they are predicting 65% reaching a

good level and 62% at Longwood, both being around the national average. Longwood is expected to be 20% higher than last year due to a different cohort.

30/16 Policy Reviews

There were no policies on the agenda to review for this meeting.

31/16 Governor Training

- a) Feedback from recent training (including Ofsted) – Matt and Sebrina attended Ofsted training on 25th February 2016. Sebrina provided an overview of the course content to the governing body and both governors said they feel more informed. Mary and Matt had both received finance training from Liz and had found it useful to gain a better understanding of school finance.
- b) Training requirements – Caroline and Anisa to attend the Welcome to Chairing course. Caroline would also like to attend another schools governing body meeting to compare to our own. Governor Sarah Allison, who is a Headteacher at Lawn Primary School, offered for Caroline to attend their governing body meeting.

Action: Sarah to arrange with Caroline for her to attend a governing body meeting at Lawn Primary School.

32/16 Governors' visits into school

- a) Arranging Governors visits into school – the following governors confirmed attendance for the KS1 parents evenings, for governor questionnaire handouts – Matt (JK Tuesday 15th March), Sebrina (JK Wednesday 16th March), Mary (LW Tuesday 15th March), Anisa (Wednesday 16th March).
- b) Feedback from governor visits into school – Caroline feedback on her visit regarding the Bullying Policy. She advised governors that she feels the policy is working well and most incidents are dealt effectively in school, so no bullying incident forms had been completed this year. Caroline also met with the FRW Rachel Epton about attendance and reported that she feels Rachel is really involved with families of persistent absence children and is really aware of the issues causing absence other than sickness. There has also been an improvement to lateness as a result of Rachel's support.

Jan asked governors if they felt it was worth Rachel writing a section of the newsletter or her own letter to parents. Governors agreed this was a good idea.

ACTION: Christine to discuss a section in newsletter/own letter to parents with Rachel.

Matt also feedback on his visit to both sites to support an assembly with Derby City Football Club representatives and their mascot Rammie. He also met with Christine at John King after their assembly to look at book week and the curriculum. Matt

advised that the Derby City representatives complimented the behaviour of children at both schools.

33/16 **Governing Body Impact and Effectiveness**

It was agreed that collation of the SFVS Financial Skills Matrix and Governing Body Evaluation would be done by Liz and Sebrina and the results fed back at the next Resource Management meeting.

ACTION: Sebrina to confirm a meeting date and time with Liz to collate evaluation results.

34/16 **Correspondence**

2 letters of resignation were received for staff with John King midday supervisor contracts, who now work as permanent Teaching Assistants, so the contracts could be ceased. Jan requested permission to advertise for two permanent midday posts at John King in the Summer Term. Staff on temporary contracts are currently carrying out the roles and would therefore be able to apply for the permanent positions. Advertising for two permanent midday supervisors in the Summer term was **approved** by Governors.

Approval was also requested to make a Longwood Midday Supervisor on a temporary contract permanent, as she has been in role for two years and was effective in her duties. This change to permanent contract was **approved** by Governors.

A letter of resignation had also been received from one of the part time School Business Assistants at John King, with effect from 10th April 2016. A discussion took place regarding the vacancy and options available with regards to the other part time School Business Assistant's working hours. It was agreed to email governors for approval to advertise the vacancy once Jan, Christine and Liz have discussed next year's draft budget with the finance patch officer on Tuesday 15th March.

A letter had also been sent addressed to the Headteacher from the Local Authority regarding payment of the Living Wage from 1st April 2016. Jan reminded governors that approval had been given for the past two years to pay this enhanced rate to staff on lower pay rates. Liz advised governors that the rate will be £8.25 per hour for affected staff up to grade 4. Governors **approved** payment of the living wage in 2016/17.

35/16 **Agenda items for next meeting**

Annex 1 & 5 for Longwood and John King, including PVIS staffing structure from Sept 2016;
Benchmarking for Longwood and John King;
SFVS final submission;

Annex 1 for Synergy Teaching School;
 Governing Body Terms of Reference for Synergy areas of focus;
 Synergy Annex to the Financial Procedures and Regulations

Liz advised she will also provide a document for governors entitled 'Governors Step by Step Guide to Preparing a Budget' from the LA Governor Finance training pack. This will be sent with the other meeting papers.

36/16 What have we achieved tonight that will make a difference to the children in this school?

Governors discussed the appointment of two joint Vice Chairs, the decision to retain funds requested for the Early Help offer towards the PVIS share of the FRW role, reviewing progress of children across the federation, Channel training had been completed by some and will be completed by all by the next meeting.

37/16 Date and time of the next meeting. (Budget Setting) – Wednesday 27th April 2016, 6pm at John King site.

- Wednesday 10th February 2016 (Resource Management Focus)

The meeting closed at 8.55pm.

The meeting would be held at the TSA premises at Ripley and start at 6.00pm.

The meeting closed at 9.10pm

(Chair)

Date

**Pinxton Village Infant Schools
 Action List from the Governing Body Meeting
 Wednesday 9th March 2016**

Minute	Action	Person
22/16	Liz to update Governor Support with the new Vice Chair details and with the minute number for Mary Dooley's appointment approval.	Liz
22/16	Welcome to Chairing course details to be passed onto Anisa and Caroline to consider attending the course.	Clerk to Governors
26/16	Governors to review the governor questionnaire to parents and provide feedback for any changes to Jan by Friday 11th March.	Governors
26/16	All governors to complete PREVENT training and bring their certificates to the next meeting.	Governors

26/16	Governors who did not hand in their SFVS or Governing Body Evaluation forms during the meeting to return to Liz asap for collation of the results.	Governors
27/16	Christine to document procedure for holiday early help support requests.	Christine
27/16	Jan to send notification to the LA about not re-pooling	Jan
29/16 (c)	Jan to create a school improvement strengths and weaknesses sheet for governors.	Jan
31/16 (b)	Sarah to arrange with Caroline for her to attend a governing body meeting at Lawn Primary School.	Sarah & Caroline
32/16 (b)	Christine to discuss a section in newsletter/own letter to parents with Rachel.	Christine
33/16	Sebrina to confirm a meeting date and time with Liz to collate evaluation results.	Sebrina