

ARMATHWAITE SCHOOL GOVERNORS

Minutes of the meeting held on the 24th
September 2018

Present: Mrs J Prosser, Mrs B Anderson, Mrs H Hepworth, Mrs E Dowes, Mr N Ruddick, Mr B Wohl, Mrs S Stuart, Mrs J Dunn, Mr B Graham, Mr P Tyson, Mr G Smith and Mrs J Willetts (Clerk).

Visitor: Mrs Caroline Wingfield –Armathwaite Nursery Committee

Nursery Update

Caroline Wingfield reported that the Nursery AGM will be held on the 25th September and a new Chair and Treasurer will be appointed.

Caroline explained that the Nursery have purchased a bike box which they wish to place in the hard standing area underneath the school window by the door. Concern that this may cause a problem with fire regulations was raised, and HH agreed to contact Health & Safety for guidance.

Action: HH to contact Health & Safety for advice on the positioning of the Nursery's bike box.

BW thanked the Nursery for removing the shed on the school field.

BA asked if Nursery could share the task of keeping the path area, from the road to Nursery tidy. It was agreed that once every half term would be very helpful. Caroline agreed to speak with Nursery and report back to the Governors.

Caroline Wingfield left the meeting.

1. Appointment of Chair and Vice Chair

The position of Vice was offered to the members of the Governing Body with the following outcome:

Election of Chair: Proposed by JP and seconded by GS, it was unanimously agreed to re-elect Mr Ben Wohl.

Election of Vice Chair: Proposed by BW and seconded by GS, it was unanimously agreed to re-elect Mrs Jenny Prosser.

2. Apologies for Absence:

None.

3. Declaration of Business Interest/Confidentiality:

No business interests were declared. The Governors all completed the Proforma Register of Business Interests.

4. To approve the minutes of the last meeting

The minutes of the meeting on 11th June 2018 were agreed to be a true record of the meeting and were signed by Mr Wohl. The actions from the previous meeting were discussed and updated.

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ED confirmed that the school are still waiting for a response from David Kirkwood regarding the lease and the request from Nursery to use the hard standing area.

The free trial of the moderngovernor.com was discussed and NR reported back on his findings.

Action: All Governors to complete the GDPR training on the moderngovernor site.

Action: Governors to trial the moderngovernor site to ascertain if it would be a helpful resource and report back at the next meeting.

It was agreed that JD and PJ would book the Introduction to Governor training course.

5. Head teacher's report

The Head Teacher's report was circulated in the meeting and a copy is attached.

NR asked in line with the equality policy, are the school positively encouraging male applicants, which are a minority in primary schools. BW stated that the job advertisement has been neutrally worded according to the equal opportunity guidelines and the advertisement was approved by the Staffing Committee. It was stated that the staff have completed recruitment training and complied with the current guidance.

NR asked about the 2 pupils receiving 3rd Space Maths. HH was very pleased to report that she has been able to negotiate a buy 1 get 1 free offer and secure the same price as last year. 3rd Space Maths is a valuable resource which helps pupils be more secure in their SATS preparation.

6. Committee reports

a) Finance & Staffing

The Staffing Committee held a meeting last week to discuss the teacher application and person specification. The deadline for applications is the 5th October with short listing on the 8th and interviews on the 12th October. It was agreed that the interview panel will be HH, BW and GS.

Finance – ED reported that the school are not required to submit an October budget and the current balance stands at £20,015.

b) Working Environment/Health & Safety issues

PJ agreed to join the Working Environment Committee and the next meeting will be held on the 9th November 2018 at 3.40pm.

The Governors individual areas of interest with the curriculum were discussed and several changes made, a list is attached. The Governors are required to complete lesson observations/visits and speak with the subject lead prior to completing lesson observation form.

Action: AM to place the lesson observation form onto the Governor section of the school website.

7. Results overview

The Key Stage 1 and 2 results are provided in the Head teacher's report (attached).

The Chair congratulated school on the excellent Key Stage 1 results, which were 100% in Reading, Writing and Science and 90% in Maths.

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The Provisional Key Stage 2 results comprise of 9 pupils, one of which has a high end EHCP and therefore did not complete the SATS tests. HH explained that if there are less than 11 pupils in a cohort the data is not published; this year 1 pupil represents 11%. BW congratulated the school on the progress made by the child with special educational needs.

JP questioned the English Grammar result which seemed low for Armathwaite School at 56%. HH explained that the result could have been affected by the fact it was the first test of the SATS week, when children are most nervous. Low scores in spelling have a big impact on the overall grammar result and HH said the school's aim is for strong confident spellers within a broad and rich curriculum. HH explained that the whole cluster of schools, of which Armathwaite is a part, have been targeting spelling over the last 2 years and working memory. HH is currently researching memory boosting games.

The school reported that they were disappointed with maths results, affected by high pupil percentage due to a small cohort, but very pleased with the Reading, Writing and Science scores. NR felt it was worth noting that maths still needs to be in the action plan, HH explained that school aims to ensure pupils achieve over the 110 point boundary.

BW asked the school to monitor the results on the first test of the SATS week.

HH reported that the school are targeting correct grammatical speech and will analyse the grammar results, as grammar has previously been a strength within the school.

8. Policies for approval and to be approved

- Equality Policy
ACTION: HH to complete an action plan for the Equality policy and send to NR. The policy will then be approved at the next governor meeting.
- Child Protection Policy & Procedures – SS to read and report to the next governors meeting.
- Code of Conduct for staff & other adults - JP to read and report to the next governors meeting.
- Peer on Peer abuse policy & procedures - JD to read and report to the next governors meeting.
- Online Safety policy & procedures - BW to read and report to the next governors meeting.
- Whistle blowing procedures - NR to read and report to the next governors meeting.
- Data protection policy - BW to read and report to the next governors meeting.

9. SIP (School Improvement & Development Plan)

Not discussed

10. Memorandum of understanding for use of the school field by nursery

Due to the fact that school are still waiting for a response from David Kirkwood at Property Services, The Memorandum of understanding has not been revised.

Urgent Action: HH to chase David Kirkwood for a response.

It was agreed that JP will monitor the progress and aim to produce a revised version for the next governor meeting.

11. Meta cognition

HH explained Meta Cognition and Self Regulated Learning and summarised the document which formed part of the staff inset day. A definition is "Awareness and understanding of one's

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own thought processes, but also about developing behaviours, developing self-efficacy and making connections. Studies rate it as high impact for very little cost.

Action: GS to send a copy of the Meta cognition document to the Governors.

HH reported that a recent supply teacher had said the pupils at Armathwaite were a breath of fresh air to teach with a wonderful attitude to learning and the netball teacher commented how positive and eager to learn the children were.

12. Reggio Film Clip

HH played a short simple film clip which summarised the learners at Armathwaite and highlights the obligation on the teaching staff. The Chair asked if a link to the clip could be placed on the school website.

13. Special Needs

BA reported that pupil information has now been passed to the secondary schools and a form has been completed for a Paediatrician and a speech and language referral.

It was also reported that 2 pupils had received results very late in the summer term from an Educational Psychologist which completely altered their profile. This late information has severely impacted one of the pupils in Year 6; if the results had been known prior to the SATS additional time could have been applied for. An apology has been received from the Educational Psychologist.

There are currently no pupils with an EHCP and it was reported that all intervention groups have been organised and children identified.

14. Safeguarding

Nothing to report.

15. Health & Safety

It was reported that the changes to the pedestrian walkway and the signage have made a positive difference. The school do not have a marked disabled bay, but it was agreed that a sign should be displayed to identify a parking space.

Action: HH to organise a disabled parking sign.

16. Correspondence

HH read out a lovely letter from a former pupil who had moved to London one year ago, but is still keeping in touch.

JW explained that BA and NR are both at the end of their 4 year term of office, BA agreed to stay on for another 4 years and NR explained that he would let HH know if he wishes to remain a parent governor.

ED discussed the new plans for housing development next to the school field and that planning has been passed at the planning stage. It was suggested that Governors may wish to talk with the developers.

Action: BW to contact Genesis to discuss drainage, noise disruption and the request for a hedge instead of a boundary fence. BW and GS to attend the meeting.

Date of the forthcoming full Governor meetings:

19th November 2018

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21st January 2019
11th March 2019
20th May 2019
8th July 2019
23rd Sept 2019

Signed Chair of Governors

Date

Key

Mrs H Hepworth (Head Teacher) – HH
 Mr B Wohl - BW
 Mrs S Stuart - SS
 Mrs B Anderson - BA
 Mrs M Giles - MG
 Mrs J Prosser- JP
 Mrs E Dowes - ED
 Mrs J Willetts (Clerk) – JW
 Mr G Smith- GS
 Mr N Ruddick - NR
 Mr B Graham – BG
 Mr P Tyson - PT
 Mrs J Dunn - JD

Actions from Meeting 12/03/18			
3	Complete the Healthy Food Policy and Packed Lunch Policy and email Governors for comments and approval.	HH	
15	Complete the free trial of 5 modules at moderngovernor.com and report back at the next meeting.	Govs	
Actions from Meeting 12/06/18			
1	Check the school lease with regard the hard standing area request from Nursery and report back to Governors	HH	
8	Letter to be sent to all parents explaining Give a Day and the list of jobs.	HH/BG	

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