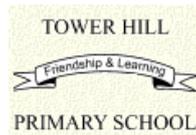


Wednesday 7th December 2016 at 6.30pm



- Present:** Mark Whitehead (MW) Chair
 Linda Tansley (HT) Headteacher
 Caroline Bond (CB)
 Chris Caswell (CC)
 Simon Forder (SF)
 Owen Gardner (OG)
 Gemma James-Moore (GJ-M)
 Miles Le Voguer (MLeV)
 Jefferson Nwokeoma (JN)
 Laura Ovenden (LO) Deputy Headteacher
 Lyndsey Todd (LT)
- Apologies:** Terry Genis (TG)
 Roger Panter (RP)
- In attendance:** Nick O'Shea Prospective Associate Member
 Flavia Coleman Cover Clerk

1.	<p>Welcome and Apologies for Absence. The Chair opened the meeting at 6.35pm and welcomed everyone and, in particular, Nick O'Shea, a prospective Associate Member.</p> <p>Apologies were received and accepted from Terry Genis (prior commitment) and Roger Panter (medical).</p>	Action
2.	<p>Declaration of Pecuniary Interests There were no declarations of pecuniary interest.</p>	
3.	<p>Minutes of the Meeting Held on 29th November 2016 The Chair went through the minutes of the last meeting, page by page and highlighted the post-meeting clarifications on page 3 which related to questions on the budget codes. The minutes of the last meeting on 29th November 2016 were approved as a true and accurate record and were signed by the Chair.</p>	
4.	<p>Actions Arising All updated - reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.</p> <p><u>Governor visit to review CPD and IRIS (26/1 – item 14)</u> Carried forward to the Spring term – LO to let CC and TG know when staff are sufficiently confident with IRIS.</p> <p><u>HT Performance Management Training (17/5 – item 7)</u> Ongoing. The HT had raised the issue of governors' difficulty in booking onto courses with the LLP who will pass the concerns on to Governor Services. Governors were asked to look out for additional training opportunities in the Spring term.</p> <p><u>H&S check on the pond (7/7 – Item 4)</u> Carried forward.</p> <p><u>Reports on Pupil Premium and Sports Premium data (7/7 – item 6)</u> The HT explained that a report on the 2015/16 funding and its impact and costed plans for the current year will continue to be published on the website, as per statutory requirements.</p> <p><u>Allegations concerning the Head Teacher</u> It was noted that TG is the nominated governor, not OG. A dedicated e-mail address for any allegations to be reported is required as it would not be appropriate for these to be received via the school's e-mail address.</p> <p><u>Governing Body Performance and Training (20/9 – item 16)</u> The Clerk had followed up on corrections to the governor training reports with Governor Services. Some of the inaccuracies are due to errors when the data is being input. The</p>	<p>LO/CC/ TG</p> <p>MLeV/ OG</p> <p>OG</p> <p>OG</p>

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	<p>attendance records are being checked but because of the volume, this is a time-consuming process. MLV will e-mail all governors to ask for details of all the training they have booked and/or attended. <u>Governor Visits (11/10 – item 9iii)</u> A running tally of visits was included on the agenda for the meeting. Governors were asked to let the HT know when visits have been completed or are planned so the accuracy of the information can be maintained. It was noted that CC would be carrying out the internal control check on income on 8th December and that LT’s induction visit had been arranged for 16th January. SF and/or JN will attend the INSET session on guided reading on 20th January. <u>Governing Body Membership and Procedures (29/11 – item 5)</u> The attendance register to be sent to the HT for uploading to the website. <u>Governor Services SLA (29/11 – item 6)</u> Enquiries with other local schools on the use of the LA Clerking Service are ongoing. <u>Whole GB Training (29/11 – item 9)</u> Arrangements for a bespoke session on Prevent are ongoing. <u>Governors’ Annual Statement (29/11 – item 12)</u> Governors were reminded to send contributions to CC by 9th December.</p>	<p>MLeV</p> <p>CC LT SF/JN</p> <p>OG/LT</p> <p>MW</p> <p>MW</p> <p>All</p>
<p>5.</p>	<p>Head Teacher’s Written Report The HT was thanked for her very interesting and comprehensive written report, which had been circulated before the meeting.</p> <p>The HT drew governors’ attention to the fact that attempts to recruit a Y4 teacher had been unsuccessful, despite two rounds of advertising. The school was fortunate in that it had the capacity to cover the other half of the part-time contract internally but this would impact on other areas of school life and the strategic aim for all of the SLT to be non-class based, as the Assistant Head Teachers and the Deputy Head Teacher would be involved in the provision of Y4 class teaching. The post will be advertised again next term with a view to making an appointment for the summer term.</p> <p>Q. <i>What happens if a full-time teacher is appointed?</i> A. <i>This is what we want and the part-time teacher has indicated that she would then resign from the part-time contract.</i></p> <p>Vanessa Barrett joins the school in January on a 0.4 contract as Communication & Language Practitioner.</p> <p>Q. <i>Is 0.4 sufficient?</i> A. <i>It is what we can afford financially as there is a significant difference in salary. Vanessa is a qualified teacher and is joining the school as a main scale teacher, whereas the previous postholder was a member of the support team.</i></p> <p>Governors congratulated the school on the excellent Harvest Collection and the money raised for Children In Need, the Royal British Legion Poppy Appeal, the Christmas Book Fayre and the Christmas Fayre. The HT drew governors’ attention to the fact that these successes were mainly due to the hard work of the admin staff and members of the teaching and support staff (see also item 9).</p> <p>Q. <i>Is there a dedicated PTA? There seems to be some interest from parents in helping but there doesn’t seem to be anyone guiding this.</i> A. <i>The PTA doesn’t exist in the truest sense and we rely on the co-operation of a regular group of parent helpers but co-ordination is carried out by Jo Askey and Jane Fitzpatrick in the school office.</i> SF and LT expressed interest in co-ordinating this but, mindful that this should not encroach on their role as governors, will progress any arrangements outside of the governing body.</p>	
<p>6.</p>	<p>RAISEOnline The HT gave a presentation which aimed to help and support governors’ understanding of the data, which, due to the introduction of the new curriculum and changes to the assessment measures, was in a different format from previous reports, and to explain the key messages which have informed the SIDP. A copy of the presentation is available on the governors’ portal and those governors who had submitted questions beforehand were thanked for doing so. It was noted that RAISE’s contract with the DfE expires in March and that a project to secure a replacement is underway.</p>	

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It was also noted that the SATs tests in summer 2016 were very different, had increased in difficulty and that questioning had led to a decline in results nationally in reading.

Q. Was this particularly constraining for EAL children and put them at a disadvantage?

A. The HT reminded governors that she had made this very point following the reading paper in May 2016 that the nuances and phraseology of language in the questioning would impact those children for whom English is not their first language. The results were very demoralising for all children. The HT emphasised that the new assessment measures mean that no direct comparisons can be made with results from previous years and so no trends can be identified. It will be three years before any accurate comparisons can be made.

Q. Given your knowledge of the individual pupils and cohorts, is there anything that particularly surprised you about these results?

A. Governors can be assured that the report contained no surprises and that any apparent “dips” were attributable to the new assessment measures and did not mean that teaching had become poorer. There was some disappointment at the performance of the higher attainers but this was mainly due to the fact that the expected standard was significantly higher than the previous high level, level 5. The school’s outcomes for the percentage of children achieving Age Related Expectations (ARE) in reading writing, maths, science and SpaG were all above the national averages, with 68% achieving ARE in reading, writing and maths combined, 3% above the floor standard and 15% above national. The HT assured governors that the SLT were confident that this did not mean that the Y6 children left less well equipped for being able to cope at secondary school. However, with the exception of writing, the percentage of children achieving greater depth was below national and this is a key focus for this year. The SLT had identified the key priorities for approval by the governors at year end 2015/16 to inform the 2016/17 SIDP in advance of the release of RAISE 2016.

The outcomes for disadvantaged pupils were particularly good when compared to the performance of other disadvantaged children nationally. Although pleasing, the key objective is to set aspirational targets that will equip children as fully as possible for life, with the key aim of ‘diminishing the gap between Disadvantaged and Non-Disadvantaged children’.

Q. Because of the dates when RAISEOnline and the performance tables are released, do you want to re-focus the point in the year when the SIDP is written?

A. A lot of work on the KADs would be lost if we wait a term.

A discussion was held and it was **agreed** that the SIDP would continue to be run according to the academic year, but governors discussed how greater numeric accountability could be incorporated into the KADs, for example in the SIDP 2016/17 KADs 2 and 4, which did not cite metric success criteria, and whether re-focusing would provide the opportunity to record how to move forward. Whilst these points were acknowledged as valid, governors were reminded of the need to focus on the wider, strategic view, rather than the operational. In the case of KAD 4, the outcomes are largely qualitative, rather than quantitative, with the objective of showing how sporting activity provides lessons that the children can use in later life, although governors’ attention was brought to Success Criterion 2: 85%+ pupils in all classes assessed as at Age Related Expectation in P.E. by the end of the year.

Ofsted inspection dashboard:

The inspection dashboard shows the school’s performance against the floor standards for 2015, using levels, and its strengths and weaknesses. Governors were advised that the strengths and weaknesses statements are not “crafted” for individual schools but are taken from a bank and are used when the data shows that the criteria for a particular statement has been met. It was noted that no weaknesses had been identified for 2015 or 2106 and agreed that staff should be congratulated on this.

New performance indicators are shown in a variety to ways:

Attainment – through:

- a scaled score ranging from 80-120 in writing
- the percentage of children working at the expected standard
- high score (a test score of 110 or more)

Progress – through:

- the distances from one key stage to the next
- value added score compared with other pupils nationally with a similar points score at

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	<p>KS1 in comparison with similar schools nationally</p> <p>The key messages from the RaiseOnline report were noted as follows:</p> <ul style="list-style-type: none"> ▪ The outcomes for high prior attainment children were disappointing and the key focus is on reading, especially for boys (KAD 3) ▪ SEN attainment ▪ EYFS – boys’ attainment. <p>It was suggested that a governor visit in the second half of the spring term could focus on the creative opportunities for boys’ learning in EY and how the provision already in place can be supported.</p> <p>Absence: Absence data will be included in the report containing the validated data, due for release in March 2017. It was noted that expected absence for 2016 will be between 3.2% and 3.5%, compared to 3.9% in 2015. However, the HT made the governors aware to expect the level of persistent absence to have increased significantly, potentially to 8%, as the government’s threshold has moved from 85% to 90%. Under the previous measure of ≤85%, this would have been 1.1%.</p> <p>The HT was thanked for her very comprehensive and informative presentation.</p>	
7.	<p>SIDP Review</p> <p>The KADs, which had been evaluated in December, had been circulated before the meeting.</p> <p>It was agreed that they would be reviewed at the FGB on 7 February, when governors could raise any questions.</p>	Clerk – agenda/ All
8.	<p>Governors Monitoring Visits</p> <p>It was noted that the number of reports did not match the number of visits that had taken place and agreed that a column to show whether a report had been provided should be added to the list of visits on the agenda.</p>	HT
9.	<p>Good News Items</p> <p>Christmas Fayre Governors expressed their thanks most specifically to Jane Fitzpatrick, Jo Askey, Natalie Stratton, Emma Dinsdale and Catherine Traer, whose hard work had led to £2894.80 being raised at the Christmas Fayre, exceeding last year’s total by nearly £150.</p> <p>Royal British Legion £128.29 had been raised from the sale of poppies.</p> <p>Children In Need £700 had been collected from “wearing anything spotty”.</p> <p>Y5 & 6 Choir The choir had sung carols and Christmas songs at The Hub Cafe Christmas Fayre earlier in the day and had raised £217, with two further venues on their calendar later in the week.</p>	
10.	<p>Correspondence</p> <p>There were no items of correspondence to note.</p>	
11.	<p>Any Other Business</p> <p>Governors were reminded to let Jane Fitzpatrick know which of the Christmas performances they would be attending.</p>	All
	Meeting closed 8.50pm	
	Date of next meeting: 7 th February 2017 at 6.30pm	

Schedule of Tower Hill Primary School Governing Body Meetings 2016/17

Shaded = re-scheduled dates	Committees
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	Full GB	Finance & Personnel	Premises	HT Perf Man.	Pay
Autumn Term	20 th Sept 16				
		27 th Sept 16			
	11 th Oct 16				
			4 th Oct 16		18 th Oct 16
		8 th Nov 16			
	29 th Nov 16				
			10 th Nov 16		
				30 th Nov 16	
	Weds 7th Dec 16				Mon 5th Dec 16
Spring Term		24 th Jan 17			
	7 th Feb 17				
			7 th Mar 17		
	21 st Mar 17				
	4 th Apr 17				
Summer Term		9 th May 17			
	23 rd May 17				
			6 th Jun 17		
	20 th Jun 17				
		27 th Jun 17			
		Thurs 6th Jul 17			

Membership of Tower Hill Primary School Governing Body

MEMBERSHIP 2016/17			Committees						
Governors (13) - HT/1 Staff /1 LA/ 2 parent/ 8 co-opted			Full GB & Leads	Finance & Personnel	Premises	HT Perf. Man.	Pay	Pay Appeal	Policy Group
Simon	Forder	Parent			✓				
Caroline	Bond	Co-opted			✓				
Chris	Caswell	Co-opted	Pupil Premium Governor Visits Safeguarding	Chair ✓			✓		
Terry	Genis	Co-opted	Allegations against HT		✓	✓			
Gemma	James-Moore	Co-opted	SEND Safeguarding Attaining Highly	✓		✓			
Miles	Le Voguer	Co-opted	Dev & Training Sports Premium		✓	✓			
Owen	Gardner	LA	Vice Chair KAIZEN lead		Chair ✓		✓		✓
Jefferson	Nwokeoma	Co-opted	Forum Rep		Vice Chair ✓			✓	
Laura	Ovenden	Staff	Safer Rec.	✓	✓				✓
Roger	Panter	Co-opted	Safer Rec.	✓					
Linda	Tansley	HT	Safer Rec.	✓	✓				✓
Mark	Whitehead	Co-opted	CHAIR Safer Rec.	✓			✓		
Lyndsey	Todd	Parent		✓	Vice Chair				✓

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Governor INSET Day Timetable 2016/17			
Date	Topic	By whom	Status
INSET 1 05/09/16	New Year Induction: Safeguarding, SEND, H & S led by Linda Tansley HT, Christine Cartledge SENCo, input from Philip Hinsley, Site Manager (Step Ladder training)	TG	Attended morning session
INSET 2 06/09/16	Introduction to SIDP 2016/17 by HT and all Key Leaders	None	-
INSET 3 21/10/16	KAD 1: Maths including consideration of Singapore & Shanghai systems led by Kieran Collins AHT (KAD 3)	OG	Attended morning session
INSET 4 20/01/17	Reading Developments with a key focus on Guided Reading & Language Development to be led by Nicola Ward AHT & Emma Dinsdale LCDL		
INSET 5 26/05/17	Assessment: Annual Report Writing – Feedback to Parents		

Governor Visit Timetable 2016/17 (Control Check visits also recorded in tables attached to F&P and Premises Committee agendas / minutes)	Governor	Date and Status re Visit /Report to FGB
SFVS Check: Purchasing Card Check	MW	16 th September 16
Safeguarding: Checking Single Central Register	CC	26 th September 16
Health & Safety: Annual Site Governors' Check	OG, JN, TG, MIV, SF	4 th November 16
KAD 1 - Maths: Meet with new Maths Leader	OG	10 th November 16
KAD 4 – P.E.& Sport: joined Y2 for swimming experience	MIV	16 th November 16
KAD 2 - Assessment: Milestone Data & Pupil Progress Requirements at Staff Meeting	MW, RP	16 th November 16
KAD 2 - Assessment: Meet with Assessment Leader	MW, RP, CC	21 st November 16
KAD 4 - P.E.& Sport: Meet with P.E. Leader – action plan to date	MIV	22 nd November 16
KAD 4 - Assessment: Visit to experience local KSI Cluster Group moderation of Maths process	MW	21 st November 16
Optimus Presentation to SLT & Governors: Knowledge Centre & In House Training capabilities	MW, TG, G J-M, JN, MIV, SF	28 th November 16
KAD 4 – P.E.& Sport: Staff Meeting – Introduction of 'The Golden Mile' scheme + planning and assessment revisions including via Premier Sport Whole School Initiative: Ethos – 1-2-3 Magic Behaviour Programme	MIV	30 th November 16
SFVS Check: Income Annual Check	CC	8 th December 16