

Hopton Primary Academy
Full Meeting of Local Governing Body
Monday 20th May 2019, 18.30
Held at Hopton Primary Academy



Name	Initials	Role	Present / Apologies / Absent
Chris Grogan (Vice Chair)	CG	Foundation Governor	Apologies
Rosemary Barker	RB	Foundation Governor	Present
Emma Plane (Chair)	EP	Foundation Governor	Present
Serena Curtis	SC	Parent Governor	Present
Waheedat Owodeyi	WO	Parent Governor	Apologies
Christabelle Whiteley-Tye	HT	Headteacher/Governor	Present
Richard Mason-Ray	RMR	Foundation Governor	Present
John Waters	JW	Foundation Governor	Apologies
Sandra Smith	SS	Foundation Governor	Present
Diane Moore	DM	Staff Governor	Present
Alan Williams	AW	Interim Deputy Headteacher	Present
Chelsea Burton	CB	Yr5 Teacher/English Lead	Present
Justine Petersen	JP	Clerk	Present

1. Opening formalities

1.1 Opening Prayer

EP welcomed all present and thanked them for attending. She opened the meeting with a prayer.

EP welcomed CB to discuss the English BIF, and AW who was working with Yr3 as well as being Interim DHT. All present introduced themselves.

1.2 Receive Apologies for Absence

Apologies were received from Chris Grogan, John Waters and Waheedat Owodeyi.

1.3 Consent/Non-consent to absence

Governors gave consent to the apologies noted above.

1.4 Declaration of any pecuniary or other interest with regard to items on the agenda

None were declared.

2. Minutes and Actions

2.1 To approve the minutes of the meeting held on 01.04.19

The minutes and confidential minutes were agreed as a true and accurate record of the meeting and were duly signed by EP.

2.2 To review actions from previous meetings

The collective worship and RE monitoring programme has started.

HT has not drafted a schedule of policies. Action to carry forward.

Collective worship will be included in the OO from September.

EP has not been made aware of any governor training needs.

DNEAT has not had any safeguarding training sessions available.

Criteria for maths books were tabled. Governors were satisfied that these are thorough.

Do the criteria ever change?

Yes, they are amended regularly in line with progress.

HT will amend the contrast box on the SEF before the next LGB meeting. Action to carry forward.

2.3 To discuss matters arising from the minutes

Is there any news on the new incumbent?

No.

What are the YrR numbers for September?

Currently 18, which is low.

What will be the impact on the budget?

24 children will leave Yr6. HT is aware that numbers are dropping. She has spoken with the Diocese and Howard Nelson about marketing, and she hopes there will be an impact. Staff changes and advertising costs have not helped.

3. LGB Membership

3.1 Review and record appointments, resignations and vacancies

Dave Grogan has resigned since the last meeting. Governors are grateful to him for joining the Governing Board at a time when experience was needed. CG has made EP aware of a potential replacement, and EP will pursue. DNEAT are happy for the school to make a recommendation.

The Clerk was asked to forward updated governance information, last year's Annual Governance Statement and LGB minutes to the school office for inclusion on the website.

AP – Clerk to forward updated governance information, Governance Statement and LGB minutes to the school office.

The website was monitored this week.

4. Presentation from Senior/Middle Leader

4.1 Receive presentation from Senior/Middle Leader on the Outcome and Impact of the Spring 2 BIF – Vocabulary in Context

CB talked through her presentation to DNEAT. The aim of the BIF was to help children to understand what to do when they find unfamiliar vocab, to take more risks and encourage spoken English, reading comprehension and the quality of writing.

Successes:

Children are being proactive in investigating unfamiliar vocab.

Teachers are monitoring the use of 'words of the week' and ensuring they are used in the correct context.

The 'Bedazzle Miss Burton' box is differentiated between key stages. The assemblies are popular and successful.

Parent cafes have been held for each year group with a focus on vocab.

A parent meeting was held to introduce the BIF. Information is also on the website.

CB spent time with governors on the last deep dive day, and all found this useful. Governors were able to see the consistency of the words of the week in different year groups.

Barriers:

It has been difficult to keep all staff motivated during a short and busy half term. The BIF is ongoing.

Impact:

CB is looking at the success criteria.

Whole school PiXL tests have not yet been analysed.

All BIFs will be embedded in the creative curriculum that will be created for next year.

The BIF will continue to be assessed via Topic and Science, and a word bank will be developed.

CB tabled examples of books to show the 'word of the week'.

She demonstrated pupil voice via an audio recording. Pupil voice was also captured by the learning ambassadors. Governors read comments.

The PiXL Unlock app has not yet taken off, although uptake did improve. It could be offered as a lunchtime club moving forward.

Next steps:

Vocab quizzes will be introduced in Science, RE and Topic from September.

Word of the week will be embedded into permanent classroom practice.

Vocab will continue to be monitored via pupil voice, book looks and by analysing reading assessments.

Leadership learning:

The importance of weekly monitoring

Ensuring consistency across the school

Learning to adapt and change practices
Build on or tweak what we do rather than add more.

Governors thanked CB for her clear explanation.

What would you expect to see in terms of outcomes?

PiXL assessments have been completed for all except Yrs2 and 6. There are specific questions linked to vocab in reading outcomes. CB will be able to provide a numerical figure once these have been analysed.

HT suggested looking at data from the beginning of the autumn term for comparison purposes.

The impact in English is harder to measure than in Maths.

Outcomes will be compared in SATs. QLA last year showed a vocab gap and CB hopes for significant improvements.

HT reminded governors that Hopton has chosen to do one BIF per term. 6 per year was felt to be too many. CB and AP have made them manageable for staff.

Is there a plan for introducing these methods to new staff in September?

Yes, CB will go through the marking policy and English policy, ensure new staff are aware of what best practice looks like, and how to use skills to unpick.

Is this almost like providing a toolkit?

Yes. HT stressed the need for the Maths and English policies to be specific. Behaviour will be built in. There is currently no feedback policy because this has changed over the course of the year, but it will be ready for new staff in September. CB and AP will ensure new staff are up to speed before they begin teaching.

CB left the meeting at 18.57. Governors thanked her for attending.

Governors like the format of the BIFs. It allows them to quickly determine the impact.

Staff have taken ownership.

Each year will have 3 BIFs and something that is overarching.

The SCP will be honed down.

The BIFs have provided strong CPD opportunities for AP and CB. Both led their BIFs well.

5. Headteacher's Report

5.1 Receive and discuss Headteacher's Termly School Self-Evaluation Report including the analysis of the vulnerable groups across the school and progress re single change plan.

Challenge is the main focus. The wider curriculum is being tweaked to ensure there is a broad stretch of knowledge and skills across the year groups. HT tried mapping one child on their journey as they move through the school.

HT is keen to bring in more Science. The new DHT has a Science background.

Maths is constant through the BIFs but also with what is being done in school. Some things have not been achieved because cover is so limited.

HT and AP have visited White Friars. This was useful. AP will develop another member of staff for CPD.

HT is considering the role of 'mild/spicy/hot'. It is not meant to be used in every lesson. It will be made clear from September that this is a tool, and staff need to be free to take ownership.

Is this a matter of confidence and experience?

Yes. It has become the backbone of teaching and staff can now be more flexible.

Priority 1 – improve arithmetic:

Staff have worked hard on maths and HT is hopeful that SATs and PiXL assessments will reflect this. It needs time to embed.

Priority 2 – to make learning challenging for all children in all curriculum areas:

There is some way to go with this but staff are addressing it. They approach Science and Topic with questions in mind. The learning objectives have been changed into questions in Topic this term. Children should be able to formalise what they have learned at the end of the lesson. There is anecdotal evidence that this is working well.

Areas are being blocked to aid retention and deeper level thinking. Feedback so far is positive. KS1 will block from September.

An evaluation will be done at the end of each topic.

The new DHT is Forest Schools trained. HT is hopeful that outside learning can now take place.

Beach Schools will form part of CPD next year. 2 members of staff will be trained.

Priority 3 – developing staff knowledge and understanding of Christianity and ensuring RE is consistently good:
Staff are growing in confidence and recent lessons observations were good.
RB commented that the knowledge of the children was astounding.

Katie Potts has been appointed as DHT from September. A Yr2 teacher and a KS2 teacher have also been appointed. All are strong appointments.

HT will decide on the staffing structure for next year. She will speak with all staff after half term. There will be movement to accommodate the NQT.

Karen Garforth will complete SCITT training. Part of her practice will be completed at Hopton. Her TA role will be advertised and HT is hopeful that it will be filled internally.

HT will inform parents when the staffing structure is confirmed.

Next half term will be difficult. HK is likely to have surgery and will be off for some time. Peterhouse will provide support with budget and payroll. DNEAT have offered to support if schools with additional staff do not step up. Hannah has offered to increase her hours. Hopton is awaiting an apprentice for September.

6. Budget 2019-20

6.1 Receive from Resources Committee individual academy budget

The budget has been tweaked since the Resources Committee meeting on 13th May. HT tabled an amended version. The carry forward will be £8k less over the 3 years – a reduction of £69400 to £61400. HT has included Premier Education but this was removed by DNEAT. The school needs this cover for PPA and it works well.

Howard Nelson has raised no concerns.

RMR read out CG's notes, as he had been unable to attend the meeting in person.

6.2 Agree and propose formal budget plan to be submitted to the Trust Board

Governors commented that the school was in a strong position to be able to predict an in-year balance in years 2 and 3. Most schools are using their surplus.

HT has informed Howard Nelson that Hopton does not have 26 children joining YrR but this is a risk the school must accept.

Governors unanimously agreed to the formal budget plan, which was signed by EP. Howard Nelson has already agreed.

Community engagement is key in securing additional pupil numbers.

HT will visit local nurseries.

AP – HT to visit local nurseries to promote Hopton.

7. Attendance

7.1 Review impact of school strategy to improve pupil attendance

The attendance strategy is strong.

HT has included PP in the cohort report. She will provide the Attendance Officer with this information.

AP – HT to provide cohort reports to Attendance Officer.

Yr6 jumps out. Why?

Two children have weaker attendance and there are good reasons for both. Yr3 is also lower due to a number of specific factors.

The number of fixed term exclusions (FEX) is high for the size of the school, but HT can do little more to address this.

Overall attendance is above national at 96.26%

Are there guidelines on how lateness is recorded?

There are national guidelines. Children are marked as absent if they arrive after the register has closed. Lates are shown as absence but internally recorded as late.

One panel meeting has been held to discuss the reasons for lateness. The parent did not attend.

Letters have not been sent out this term because Miss Jo has not been in school. HT may need to pick this up.

Do parents understand that lateness is absence?

They should be aware. The information is sent out and the school flags up children who are persistently late. Parents are contacted.

What is the impact of term time holidays?

HT receives many requests and some are fined.

How many children per year take holidays?

A lot, but the number of days varies.

The Government stance has led to dishonesty. HT's hands are tied.

Are holidays always unauthorised?

Yes unless there are extenuating circumstances. HT has authorised one holiday due to pressing medical reasons.

7.2 Review attendance: Pupils/Staff/Governors

Staff attendance overall is good.

One member of staff has had absence and should return after surgery.

One issue is being dealt with.

Governor attendance is strong. Any apologies are sent in a timely manner.

8. Continuous Professional Development – Staff and Governors

8.1 Review impact of CPD programme for all staff

The main focus of CPD this year was understanding Christianity and ensuring all staff were trained.

RSE was also a focus. CB, DM, AP and DR attended training.

DM has completed Science training. She has led Science well after taking over at the start of the year. She will take on RE and attend moderations with the current RE Lead.

DNEAT moderation was useful.

The new DHT will Lead Science from September. Hopton is likely to attempt the bronze Science Quality Mark.

Miss Jo has completed CPD on mental health. Hopton now has a mental health first aider.

DR attended writing for RE training and shared this knowledge with staff.

Extensive Maths CPD has taken place.

DM completed talk for writing training.

The EYFS Lead has been part of the EYFS network.

All staff completed statutory safeguarding training.

AP and CB attended the PiXL conference.

AW will complete DSL training this week.

HT is confident that CPD has been rich this year and all staff have benefitted.

Staff have given positive feedback in staff meetings around CPD.

8.2 Receive reports from individual governors on their CPD since September 2018

RB completed Introduction to Monitoring in church schools training in February 2019.

She attended the RE CPD day in school in March 2019.

RB attended the staff meeting with Kathryn Wright in November 2018.

EP reminded governors that DNEAT expects all governors to complete at least one piece of training each year.

AP – Clerk to update training log.

EP recommended the initial 8 modules on the NGA Learning Link. These are useful, even for experienced governors.

8.3 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities

EP will speak to governors individually about their training needs over the next half term.

HT and EP will draft a timetable for the next Deep Dive Day on 19th June.

9. Annual LGB Self-Assessment

9.1 Complete the annual self-assessment of the LGB and submit to the Trust Board via the Head of Governance by 31 July 2019

EP tabled an example of what would be required. She suggested a specific session on the next DDD with a final version completed after the next meeting.

10. Reports from Committees and Designated/Link Governors

10.1 Receive verbal reports from Chairs of LGB Committees for meetings held this half-term:

10.1.1. Standards & Curriculum Committee – 29.04.19

No questions or comments.

10.1.2. Resources Committee – 13.05.19

RMR explained that the meeting focused on ICT. HT will meet with the ICT Technician later this week. He will be in school weekly.

The budget was agreed.

10.1.3. Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting

10.2 Receive update from Chair regarding AIR meetings (if not covered at previous meeting) with particular reference to current risk rating by DNEAT (PITA/DNEAT Ambition)

No AIR since the last LGB meeting.

11. Governor Monitoring

11.1 Receive Governor Visit reports and discuss actions required

RMR advised that there were website actions still outstanding from the last meeting. Some have been dealt with this week. RMR will check again this week and forward a list of any recommendations to HK.

HK needs governance details. The Clerk will forward these.

RB has started the system of monitoring RE and collective worship. She attended a super stars assembly. A wide range of achievements were celebrated and behaviour was exemplary. Individual and class achievements were celebrated by all. Yr6 has a big responsibility in terms of preparing for and clearing away after assemblies.

RB will monitor assemblies with a specific focus and with different members of staff, as well as observing assemblies on religious events, including those that are non-Christian.

RB will continue to monitor RE and visit each class. She would like to look at the RE Big Books, tables and visual displays. The information presented to the children was appropriate to their learning capacity. They were engaged and on task throughout.

RB will forward her monitoring reports to the Clerk.

AP – RB to forward monitoring reports to the Clerk.

12. Policies

12.1 Adopt the following Core Trust Policies (check on website):

12.1.1 Employee Expenses Policy

Unanimously adopted without amendment.

12.1.2 E-Safety & ICT Acceptable Use Policy

Unanimously adopted without amendment.

12.2 Agree and approve the following Academy Policies:

None.

13. Any Other Business

The Ethos & Community Committee meeting had been rearranged for Friday 24th May. This could not take place because DNEAT had not published the agenda template. It will be arranged for summer 2. HT and RB will still meet on 24th, and HT will bring any notes to the next meeting.

EP advised that the LGB had received a card from Dawn Read thanking governors for their support during her time as Deputy Headteacher.

14. Closing Formalities

14.1 Date, time, venue of next meeting – Monday 15th July 2019, 18.30

14.2 Closing prayer/reflection

EP closed the meeting with the school prayer at 20.40