

Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

Date: 30th January 2019 – 19.00 hours

			Action	By whom
1.	Welcome Present	Chair welcomed all and introduced new Clerk, Rebecca Blakeway-Long (RBL) and new, potential Governor, Claire Norman (CN). Chair – Sue Rudge (SR), Head Teacher (HT) – Maria Higgins (MH), Yvonne Chenery (YC), Jeanette Reading (JR), James Hughes (JH), Simon Freeland (SF), CN and RBL. Natalie Paine (NP) arrived at 20.25 hours		
2.	Apologies	None		
3.	Governor Membership	The Governors confirmed JR as LA Governor. CN, a parent and Registrar for Fenland, was considered as Governor and her position was confirmed. CN was welcomed to the Board. JH handed over a letter of resignation. He was thanked for all his work over the years and for his challenging questions.		
4.	Declarations of Interest	MH gave CN the relevant forms		

5.	Minutes from previous meeting	<p>5. MH has sent out the Prevent link and will repeat for RBL and CN.</p> <p>9. Report re questionnaire was in the school newsletter.</p> <p>9. A link for SIP is now on the school website.</p> <p>9. Lucy Culyer has now done a report on Peer Mediation</p> <p>21. JH has put an Effectiveness audit onto Google drive.</p>	Complete on line	MH/CN/RBL
6.	LA Review	<p>Belinda Harvey (BH) the LA advisor has been very positive and helpful. Jonathan Lewis (JL) has told MH that he will come to see her, but he has declined a meeting invitation.</p> <p>There are 5 key points:</p> <ol style="list-style-type: none"> 1. Quality of teaching – too much needs improvement. Measures are expected to be in place by Feb 2019. 2. Governance – this has been reorganised and has improved rapidly. 3. School development plan – this has been finalised and refinements are required to make it effective. 4. Focus on accuracy of teacher assessment. 5. Support for Special Educational Needs and Disability (SEND). The support from the SEND team isn't having an impact and this needs to be raised with the Director of Education. 	Raise with Director of Education	MH
7.	Governance Review	<p>This Review was only sent out this evening, so there has been no time to read it in depth.</p> <p>SR pulled out the salient points:</p> <p>Positives –</p> <ol style="list-style-type: none"> 1. The Governors have a good understanding of their Community and have increased interaction with the Parents. 	Discuss in depth at next meeting	RBL to add to Agenda

		<ol style="list-style-type: none"> 2. The “challenge and support” relationship between MH and SR 3. The number of visits 4. The self evaluation audit 5. Recruitment from the Community 6. Governors are attending more training <p>Improvements -</p> <ol style="list-style-type: none"> 1. Improved knowledge of data and improved questioning 2. Designated web person to up-date the website 3. Monitoring and policy programme. NB MH and SR are in the process of dealing with this 4. Visits and reports to be more closely aligned to SIP 5. Re-align role of Governors 6. Return to a Committee style of management. The Agenda is so large, time is not committed to the children and raising standards. NB We are trialling a timed Agenda and amended structure. 	<p>BH to do more training</p> <p>Up-date web site</p>	<p>All MH to give access to NP and JR</p>
8	Pupil Progress	<p>Target Tracker has been used to record pupil progress, but this is only a once a year snapshot and does not provide a true indication of results. It is also reliant on every teacher recording data in exactly the same way.</p> <p>MH had meetings with every teacher to look at the children as individuals and identified that staff are not always accurate in their assessments and can assume that because something has been taught, the child will have learnt.</p> <p>MH wants to focus on where the child is at, where they need to get to and how to get them there.</p> <p>A problem with child mobility was noted eg only 4 children in Yr 6 were in the Reception class. MH has had problems accessing KS1 data.</p> <p>MH now has the pupil performance data recorded separately and the figures will be adjusted at the end of each term.</p>	<p>Contact Maria Clough for KS1 data</p>	<p>MH</p>

		<p>JH challenged MH as to whether half termly meetings with teachers are sufficient. MH and SR said that it was, as each teacher is in the meeting for up to 2 hours.</p> <p>MH is also challenging her staff on a daily basis.</p> <p>MH uses her Yr5 as her benchmark. The Yr6 children have been very mobile and have had a long period of low expectations. The teacher has been off sick, but she has all the children's books sent to her on a daily basis and there is an increased drive at looking at children as individuals. Small group tuition is ongoing and there is intervention for those children who should meet their Age Related Expectations (ARE), but who are not currently on track to do so.</p> <p>JH questioned what will happen if there is no improvement. Discussion was then centred around bringing in a TA for a couple of terms, as there is some money in the budget that could be used for this purpose.</p> <p>Other suggestions were to use work experience students next year and after school clubs, but many of the children come in by transport.</p> <p>NB The Governors found MH's new stats sheets to be very helpful. They will be shown to staff next week.</p>	To talk to BH about a TA	MH and SR
9.	Finance Up-dates	<p>Budget Update</p> <p>We b/f £28k from last year and are expecting to c/f £11k into next year – subject to the employment of a TA.</p> <p>Overspends were:</p> <p>Supply teachers £4.5k</p> <p>Professional services £1.8k (should reduce next yr)</p> <p>TA costs £6k</p> <p>Staff training £1.3k (most has been funded by Opportunities Area Funding (OAF)</p> <p>Printing and paper £1.5k (staff have been asked to cut down)</p> <p>NB JH asked for some Governor hand-outs</p>		

	<p>to be put on a whiteboard, rather than printed.</p> <p>Phones £343</p> <p>ICT £2.2k (due to a new projector)</p> <p>Underspends were:</p> <p>Office staff £2.8k (this should continue next year)</p> <p>Building maintenance £1.3k</p> <p>Kitchen £6k</p> <p>There is £5k left in devolved funding ie for playground and toilets, but this is likely to be reduced next year as the dining room is new and shouldn't need maintenance.</p> <p>JL has said that he has authorised a new mobile and that the LA will pay for this. He was due to chase it up.</p> <p>Pay review committee report</p> <p>MH made recommendations regarding teacher pay and these were agreed. The recommendation of the H/T pay review was also accepted.</p> <p>Schools Financial Value Standard</p> <p>This is an audit to assess how carefully funds are used. Questions need to be circulated for consideration, as it needs to be agreed by the end of March 2019.</p> <p>OAF</p> <p>JL has told MH that Townley is one of 20 schools selected for a share of £1m.</p> <p>Townley has been selected due to data and capacity to improve. The exact amount and when it will be received should be known by half term.</p> <p>Money has not been received for Lego Therapy as progress is behind that stated on the bid. This was due to failure by the trainers. YC will be the lead. It is hoped that the money will be in next term.</p> <p>The money for Story Time Phonics is now expected.</p> <p>Sports Premium Grant</p>	<p>Email JL</p> <p>Circulate question to Governors for consideration</p>	<p>MH</p> <p>SR to circulate, All to consider, RBL to put on next Agenda</p>
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10	School Improvement Plan (SIP)	<p>All issues identified for the Autumn term have been dealt with, except the improvement of the confidence of the Maths subject leader (MSL). The MSL cannot see the impact of work carried out. JR and JH said that the MSL needs to have a plan that outlines outcomes in order to assess impact of work & that MH's new stats should show improvement. JR suggested that staff should read Ofsted reports as these clearly show how to report on impact.</p> <p>It was noted that MH is doing really well with monitoring.</p>		
11.	Story Dog	Ollie the Labrador is due to start with reluctant readers after half term.		
12	Actions from Governor Visits	<p>SR looked at Yr 3 & 4 PIRA / PUMA. She interviewed groups of boys and girls separately. Both groups are aware of resources available to them and identified highlights as being safety, Maths and English. When asked how they would like to spend a lesson, history and art came out as favourites.</p> <p>NP is to look at workbooks for SEND.</p> <p>SF considered H&S and picked up trip hazards from the playground drain covers.</p>		
13	Reports from Governors	<p>H&S</p> <p>SF made various visits. The drain covers are slippery and will need to be painted with anti-slip paint once the weather improves. A curved mirror has been fitted in the playground in order to be able to monitor all areas.</p>		

		<p>Attendance YC said attendance is much better, with 100% attendance in Yrs 5 & 6 the previous week. Children are no longer rewarded for attendance, rather, letters are being sent regularly to parents every Friday afternoon.</p> <p>Safeguarding Cheryl Chambers has been renewed as Designate Safeguarding Lead. Jane Gathercole has completed Designated Safeguarding Lead training. There are no CP cases. 1 Team around the Child case is open. 1 child has been removed from school to be home schooled. The EWO is aware. A reminder was put in the newsletter re taking photos in the Story Book Café and a letter was sent to parents who had an inappropriate altercation in the school playground. An incident of cyberbullying has been dealt with (the suspected culprit is not in the school) and the Police are coming to talk to Yrs 5 & 6 re on line safety on 5 Feb 2019.</p>		
14.	Policies and Procedures	The Governors agreed all Policies and Procedures laid out in the Agenda. These included: Admissions including nursery, Attendance, Critical Incidents, Data protection, EYFS, H&S, Home-School Agreement, Lettings, Physical Intervention including Touch, SEND including policy statement for website, SRE, Induction.		
15	Correspondence / News	MH read out a letter dated 7 Jan 2019, received from JL, approving the improvement plan. This is subject to pupil targets being challenging, Governor's monitoring to be specific and all teaching being "good" by summer term 2019.		
16.	Governor Training	BH to carry out Challenging the HT training on 12 Feb 2019		
22	Dates of next meetings	20 th March 7pm (and meeting after to agree budget), 22 nd May 7pm, 10 th July 7pm.		

		Meeting closed at 21.00 hours		
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