

LGB Minutes of Hemyock School held on 08.02.16

Date & Time	8 February 2016, 18:00	Location	Hemyock School
Attendees		Attendees	
Ella Rice (ER)	Staff Governor	Leanne Arrowsmith (LA)	Head of School
Richard Whiteside (RW)	Safeguarding Governor (Parent Governor)	Patrick Redwood (PR)	Chair (Community Governor)
David Shannon (DS)	Health & Safety Governor (Parent Governor)	Jocelyn Pritchard (JP)	Website Governor (Community Governor)

Apologies	Absent Without Apology
Jonathan Hillman	Family commitment

In Attendance	Minutes to
Helen Nicholls (HN)	EHT Admin
Lucy Poole	Clerk Company Secretary

Minutes	
1/2016	<p>Welcome & Introduction</p> <p>PR welcomed everyone to the meeting. PR suggested that Governors although reporting well could work harder to challenge LA in the questions submitted prior to the meeting. PR suggested that Governors remain mindful of stretch and challenge for the most able children through the course of the meeting and at the close of the meeting consider evidence which they might have heard during the meeting to demonstrate the schools work in this area.</p>
2/2016	<p>Apologies</p> <p>Jonathan Hillman – impending paternity</p>
3/2016	<p>Declaration of business interests</p> <p>None</p>
4/2016	<p>Minutes of the previous meeting</p> <p>Approved without alteration.</p>
5/2016	<p>Matters arising from previous minutes</p> <p>(a) 36/2015 OFSTED framework to be sent to Governors regarding Governance - these were circulated to Governors. A discussion was had around the preparation for an OSFTED inspection and the input that the Chair of Governors would have. HN pointed out that what OFSTED inspectors want to be informed of the school self evaluation, the robust quality assurance processes, the rationale for priorities, strengths and weaknesses, ie what the school does and the impact this has! DS asked how an OFSTED team would access documents which might support challenge from the LGB. HN said that they can be accessed via the PAT website but that perhaps there is reason to ensure they are more accessible at a local level. PR said that at his next meeting with LA they will be making decisions on the documents they would want to provide OFSTED with and label them as such.</p> <p>(b) Appendix 1 (12) Quinquennial Survey reports to be made available to Governors – These have been made available.</p> <p>(c) Appendix 1 (27) Vanessa Jarrett to be made aware of fire risk in boys toilet – This</p>

	work is currently being organized.											
6/2016	<p>Feedback from Directors Report was sent to Clerk on the morning of the meeting and although it was electronically distributed, Governors had not had the time to read the document. Therefore HN gave an overview to Governors of the report. PR voiced his concerns about the unavailability of certain back office staff at PAT. However, the report makes clear the reorganization within the PAT and the work being done to move towards this vision which goes some way to explain recent problems. DS suggested that there have been many occasions where there have been reorganisations and transitions and although things don't seem to have got any worse they don't seem to have improved either. He asked if Pilton will be joining and will this help the situation. This to go back to Gary Chown since the Pilton situation is still in consultation.</p> <table border="1" data-bbox="288 577 1524 616"> <tr> <td data-bbox="288 577 699 616">Action</td> <td data-bbox="699 577 1109 616">LP</td> <td data-bbox="1109 577 1524 616">ASAP</td> </tr> </table> <p>HN said that while she understands the frustration felt at a local level, Governors are now able to see the strategic work that is being done to support the growth of the PAT.</p> <p>HN then answered questions submitted to her in advance of the meeting. Details of these to be found in Appendix 1.</p>			Action	LP	ASAP						
Action	LP	ASAP										
7/2016	<p>Standing Reports</p> <p>(a) Health & Safety report – report submitted. One item specifically highlighted was the use of the small cookers in classes. LA has dealt with this and the risk assessments associated are being reviewed. Cooking is restricted until such time as this is fully resolved. HN and LA are in the process of checking that items previously reported to premises lead are in process. LA to resend the quotes for steps and cable sent to Premises Lead to ELT.</p> <table border="1" data-bbox="288 1122 1524 1160"> <tr> <td data-bbox="288 1122 699 1160">Action</td> <td data-bbox="699 1122 1109 1160">LA</td> <td data-bbox="1109 1122 1524 1160">ASAP</td> </tr> </table> <p>LA pointed out that items of work have been being done since being submitted to ELT.</p> <p>(b) Safeguarding report – report submitted. Main issue was to look at Safeguarding audit which was graded internally as good under OFSTED criteria. Work is being done to bring this up to outstanding and this should have been achieved by the end of this year. LA said that parental involvement on items like online safety and sexual exploitation need to be improved upon. Level 2 refresher Safeguarding training is being held at the school on Wednesday this week at the school for any Governors to attend. Suite of Safeguarding Policies has now been approved and is in place. They are available on the PAT website.</p> <p>(c) SEND report – no report for this meeting.</p> <p>(d) Website report – no report for this meeting. JP had submitted the report to admin so LP will work on retrieving this.</p> <table border="1" data-bbox="288 1630 1524 1668"> <tr> <td data-bbox="288 1630 699 1668">Action</td> <td data-bbox="699 1630 1109 1668">LP</td> <td data-bbox="1109 1630 1524 1668">ASAP</td> </tr> </table> <p>Overall the website appearance is positive. Thanks given to Suzy for it being kept up to date so well and so consistently. Governor page needs updating. Points system was unclear with regard to bullying. LA confirmed that bullying is dealt with under a separate policy and not necessarily in relation to the points system used for behavior. LA said that it is very rare for a parent to be called in to discuss bullying which shows that the policies are working well. LA to check the website to ensure clarity of this point and that the schools position regarding reading schemes is clear.</p> <table border="1" data-bbox="288 1966 1524 2004"> <tr> <td data-bbox="288 1966 699 2004">Action</td> <td data-bbox="699 1966 1109 2004">LA</td> <td data-bbox="1109 1966 1524 2004">ASAP</td> </tr> </table> <p>Policy review dates are not accurate. JP asked if all policies should be badged as PAT</p>			Action	LA	ASAP	Action	LP	ASAP	Action	LA	ASAP
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	<p>policies or not. HN confirmed that there are PAT policies and also local school policies and suggested that this be made clear on the website. DS asked if there are issues with the Parent Payment scheme currently. LA confirmed that at the moment they are between systems which may be causing some issues but the new ARBOR system will be rolled out to parents as soon as it is ready and this should improve things. It's possible that the program doesn't update regularly enough to give up to date information. As of summer term parents are no longer going to be able to pay for anything by cheque – this is a decision that has been taken across the PAT. PR said that he felt that this requires further consideration where children are being requested to attend school with large amounts of cash, eg trips. PR recently attended another LGB meeting who suggested a Search bar be included on the website. ER also said that some of the classroom photos are quite out of date. LA asked HN about the photos that have recently been taken professionally and was directed to Charlotte Lloyd-Wrigley to access these.</p>
<p>8/2016</p>	<p>Head of School report</p> <ul style="list-style-type: none"> (a) Receive the School Improvement Plan, incorporating the OFSTED action points (b) Self-Evaluation Form judgements (c) Sports Funding – review for 2014/15 and plan for 2015/16 (d) Pupil Premium – review for 2014/15 and plan for 2015/16 (e) Evaluation of school performance data – Yr 2 & Yr 6 for 2014/15 <p>LA pointed out that this data has already been given in the Autumn Term. However, progress and attainment of children has to be tracked within years. Up until recently there have been robust ways of doing this but life without levels mean that it is now much more difficult and this impounded by a changed curriculum. Children can no longer be 'moved up' a level until they are able to demonstrate full ability in every area. There is currently no ability to benchmark against national data because there is no national data. This puts the school in a slightly vulnerable position in an OFSTED window.</p> <p>JP asked if children can be compared across other PAT schools. LA said that there is a PAT network assessment group which has been created to put together key objectives across all year groups. Hemyock is working on writing specifically. Standardised testing has been used but these scores cannot be used on their own as a measure of progress as there is too much room for error. However, they will be used to quality assure teachers assessments of children's progress. Ashley Leeson is lead in this team and what she has been able to do is look at age related expectation data at the school and compare across the PAT and in this analysis Hemyock is near to the top of the grid. Much more work is being done in this area but LA was able to show Governors a document based on test data only to demonstrate this.</p> <p>Michelle Lockyer has been chosen to represent the school on a national level at the DfE in discussions on this subject. HN also pointed out that we don't know if the standardized testing currently being done will reflect how the SATs tests will look since there is only one sample paper available currently. LA pointed out the concern in an OFSTED window where there is little data to be used to back up what is being said to an inspector. JP said the opposite must also be true in that OFSTED don't have such data to judge against. However, it is the case that Inspectors will be spending more time in classrooms and looking at evidence in books.</p> <p>ER suggested that parents are finding information on their children much less complicated and easier to work with. Comfort should be taken that a lot of work is being done to deal with this new situation and use it to improve outcomes for children. When being shared with staff, these new statistics are producing the questions Why? and What Next? JP asked if the PAT form part of an overall grade on management and LA said yes, in relation to leadership and governance.</p> <ul style="list-style-type: none"> (f) School organization / numbers on roll (g) Exclusions – PR asked LA to note that he is to be informed of any exclusions. (h) Attendance figures (i) School events – pupil activities

	<p>(j) Parental Surveys – update</p> <p>LA was tasked with really looking in classrooms to ensure that the more able children are being catered for and she is satisfied that the mastery approach is being used for all children all of the time resulting in high engagement of children. Sometimes more able children seemed to be being held too long in whole class discussions where they could be being sent off to work on a task separately. ER gave examples of descriptive writing task where sentence structure was being improved. More able children were given freedom to improve a piece of writing and then further work done around how they tackled this. LA said that in maths the skill and challenge that a teacher provides can sometimes not be captured in books. A new system is being trialled where a comment or question that a children might make is now being annotated in their books. Children are being very enthusiastic with this.</p> <p>LA answered questions and high level challenge submitted to her prior to the meeting – details of these to be found in Appendix 1.</p>			
<p>9/2016</p>	<p>Monitor the Head of School Budget</p> <p>LA circulated copies to all Governors and will forward electronically to LP for the files.</p> <table border="1" data-bbox="288 759 1525 797"> <tr> <td data-bbox="288 759 699 797">Action</td> <td data-bbox="699 759 1110 797">LA</td> <td data-bbox="1110 759 1525 797">ASAP</td> </tr> </table> <p>LA highlighted that where lines are showing as overspent, these might be inaccurate. Work is still being done on the new system. Some items are paid by the school and are then paid back by the PAT so this skews how the figures look. Some other figures need to be moved to different lines. Although the budget is currently not accurate it will be able to be seen live going forward. DS asked if this runs through a financial year or a school year. HN said that for an academy this is one and the same thing. PR pointed out that at Chairs meetings business accounts are beginning to be worked on and are much easier for the layperson to read.</p>	Action	LA	ASAP
Action	LA	ASAP		
<p>10/2016</p>	<p>Chair’s Item</p> <p>PR referred back to his question at the opening of the meeting where he asked Governors to look for evidence during the course of the meeting of the more able children in the school being stretched.</p> <p>RW - ERs information about more able children being sent off to complete other tasks separately and in a different method to the main class. Also evidence in parental surveys</p> <p>DS – focus on competitive sports and within music (including in supporting documents for the meeting)</p> <p>LA – comparative data across the PAT.</p> <p>PR – system of red stickers in books, good teaching across the school and pupils being able to move away from reliance on equipment in lessons.</p>			
<p>10/2016</p>	<p>Local items</p> <p>(a) Local service contracts – none to be reviewed.</p> <p>(b) Review Governor training needs - Academy New Governor training is now available via Babcock. A PAT Governor is attending to trial this and report back on its potential benefits before it is offered out to all Governors.</p> <p>(c) Correspondence – JP had been asked by the Parish Council to raise the issue of parking and traffic problems in the vicinity of the school at the open and close of the school day along with a request that the turning circle be used. LA said that the turning circle cannot currently be used as this brings the danger further into the school. The school fully appreciate the problem and are happy to work with parish council or the police to find a resolution. Although it has been requested no police support has been received. The school newsletter constantly asks people not to double park etc. since the problem is caused by parents not parking safely or considerately. LA said that walking bus had been tried but had not been a success. Although it may seem that bringing vehicles in to the turning circle might help, there is no clear walkway for children to use as an alternative to that very turning circle. There perhaps might be a path and fencing solution but it would be very expensive. DS asked if a layby could be</p>			

	<p>built and used as a supervised drop off point. LA asked how this would be staffed and funded unless volunteers are used which then brings up an accountability issue. PR pointed out that taxis and minibuses who already use the turning circle to drop off and collect children are going to stop the flow of traffic if it used by everyone. DS asked if car parking could be found within the village? School surveyors to be contacted along with Premises Director to look at options to assist with this by way of a solution focused discussion with all relevant and suitable partners.</p> <p>JP gave LA contact details of a local farmer offering classes that would benefit, visits to his farm at various stages throughout the year.</p>
11/2016	<p>Policies & Statements as per the Annual Cycle</p> <p>(a) Volunteers in School Policy – no comments</p> <p>(b) Charging & Remissions Policy Under the Heading of Voluntary Contributions on page 2 of the policy the following is stated - ‘Such organisations may wish to charge parents/carers, who may, if they wish, ask the Head of School to agree to their child being absent for that period.’ LA asked if this is in line with latest absence policies and Heads not being able to authorize absences.</p>
12/2016	<p>Issues for Directors & Innovative Practices</p> <p>(a) Appendix 1 (1) - Given that the school and PAT received a buildings condition survey report on 23/11/2015, could you please clarify what short and long term actions will be taken on the basis of this?</p> <p>(b) 10/2016 Governors would like to request assistance from Premises Director to enable some solution focused discussion with all relevant partners around the current issue of traffic problems in the local vicinity of the school.</p> <p>(c) Charging & Remissions Policy - Under the Heading of Voluntary Contributions on page 2 of the policy the following is stated - ‘Such organisations may wish to charge parents/carers, who may, if they wish, ask the Head of School to agree to their child being absent for that period.’ LA asked if this is in line with latest absence policies and Heads not being able to authorize absences.</p> <p>(d) Annabel Barr as done a piece of research work around best teaching practices with spelling. What she found was that actually there were things directed at these problems that could have a positive impact on all children. All her findings were brought to a non-pupil day and this opened up much dialogue around how spelling is taught now around are there things that all staff agree or disagree with in ABs findings. Some things are going forward for further consideration. The Marking Policy was immediately changed to reflect this. AB is delivering the same findings to Sidbury Primary School in the near future.</p> <p>(e) Turning the current swimming pool changing rooms into a Thrive space will give improved space and more staffing flexibility. Governors wish to ascertain whether Directors would be able to confirm that a loan would be an option to achieve this goal.</p> <p>(f) Governors would like to invite the Premises Director to attend a discussion around the vision that the LGB have with regard to the development of the school site.</p>
13/2016	<p>PR raised the subject of Governor visits to the school. LA said that Governor Visits with specific agendas would be very welcome. RW was tasked with a school visit focused on the stretch of more able children. JP was tasked with a school visit focused on Pupil Premium. These to take place prior to the next meeting and reports to be submitted to clerk.</p>
13/2016	<p>Date & Time of Next Meeting Tuesday 17 May, 18:00, Hemyock School</p>
	<p>SUMMARY OF DECISIONS</p> <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> 6/2016 LP to feedback DS comments regarding Pilton Community College to

	<p>Gary Chown</p> <ul style="list-style-type: none">• 7/2016 (a) LA to resend quotes for steps and cable sent to Premises Lead to ELT• 7/2016 (d) LP to request Website Report be forwarded from school admin• 7/2016 (d) LA to ensure clarity of bullying policy / behavior policy on website• 9/2016 LA to forward budget document to LP for the files
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>