

## **MEETING OF THE GOVERNING BODY**

**DATE:** Tuesday 9<sup>th</sup> July 2019

**TIME:** 6.30 p.m.

### **PRESENT:**

Ms Jane Pepper (Chair)  
Mr. Keith Wright  
Mr. Ray Williamson  
Mr. Peter Southward  
Mrs. Helen Kindness  
Miss V Lewis (Clerk)

Mr. Teddy Sulman  
Ms Cheryl Govan  
Mr. Wayne Thickett  
Mr. Tim Drake  
Mrs. Jane McLeod

### Additionally: -

Mrs. C. Sarney – School Business Manager

## **MINUTES**

### 1. Welcome from the Chair (2 minutes)

JP welcomed governors to the final meeting of the school year.

**Action: None Required.**

### 2. Apologies for absence; consider acceptance of apologies (2 minutes)

Apologies received from: -

AC – Unwell.

HH – Personal reasons

All apologies were considered and accepted.

**Action: None Required.**

### 3. Confidentiality (2 minutes)

Item 5 was identified as confidential in nature until confirmed details released to staff / parents but not confidential to this meeting.

**Action: None Required.**

### 4. Declaration of Interest in any Agenda item (2 minutes)

No declarations made.

**Action: None Required.**

### 5. Ratification of Headteacher Appointment and Required Actions - Chair (15 minutes)

JP informed governors that following 2 days of intensive interviews Garry Johnson from Rochdale has been appointed by a unanimous decision, and he has verbally accepted. After a very strong recruitment process there were 14 applications which were shortlisted to 6. Day 1 took place in school and included

pupil and staff panels, activities and exercises. Following this the candidates were further shortlisted to 3, who then had formal interviews.

TD confirmed that the decision was unanimous. It was obvious that he was the best candidate. CG added he was very impressive in every way.

JM said she'd enjoyed meeting Garry on Day 1 when she was involved in one of the Panels. He was likeable without being over the top. She said he has used a phrase 'children were magic' which had really stuck.

JP: it feels genuine when he talks about the children. He spent time looking around the school during the open evening which was taking place.

CG: The children really liked him, he was top of their list too.

PS agreed that the children loved him.

JP: the candidates were asked very challenging questions but Garry spoke very warmly and effectively. He was also very sensitive to HH's situation moving forward. He has a substantial record of school improvement.

KW said that whilst HH is disappointed in a way to have been unsuccessful she is also excited by the idea of working with Garry. She said she'd met some lovely candidates who had come across very positively. She is very content re the decision that has been made and is looking forward to her period as acting head.

RW: some exceptionally well qualified and experienced candidates. Feel Garry fitted this school best. The Selection panel of governors was advised and assisted by 2 LA advisers who had no doubt about the appointment, and they have substantial experience of HT interviews.

RW: a lot of the candidates said they'd applied due to their tours of the school pre application so thanks to JP for her efforts re this.

JP: the school and pupils reflected well. Children were confident and honest. They said what they would like to be better but also what they loved best.

JP: Garry has indicated he would like to start his relationship with the school as soon as possible but we will confirm a firm start date in due course. Spoken with Rachel Wales HR who will now liaise with Garry and send any details re salary scale, next steps etc. Relocation budget will be paid from the Opportunities Area up to £8000. Has indicated possible involvement before January 2020 but will all be ironed out in due course – even if this is not as Head until January. Fourth headship after being a 'troubleshooter'. Has been involved in some seriously challenging situations.

**Clerk held a formal Vote to ratify the appointment of Garry Johnson as Headteacher –**

**Noes – 0**

**Yes – 9**

**Action: None Required.**

6. To approve Minutes of Governing Body Meeting 19.3.19 (5 minutes)

The Minutes from the meeting on 19.3.19 were presented. Proposed by HK and RW. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

**Action: Minutes from meeting 19.3.19 to be filed as per procedure**

**By: Clerk**

7. Matters Arising (5 minutes)

No matters arising not already covered within this meeting's agenda.

**Action: None Required.**

8. To receive Minutes of Resources Committee Meeting 07.05.19 (5 minutes)

The Minutes from the meeting on 7.5.19 were presented. Key points and actions considered.

5) Lockdown procedure: not yet trialled due to time constraints. Defer to new school year.

5) Website: Ongoing – very nearly finalised. Existing website remains compliant in the interim.

9) Finance (PAN Reduction): CS and HH will attend a meeting on 12.7.19 re admissions. Current numbers are potentially 95 after some families moving away and others awaiting appeal outcomes. Financially unviable re staffing costs.

**Action: None Required.**

9. To receive Minutes of School Improvement Committee Meeting 21.05.19 (5 minutes)

The Minutes from the meeting on 21.5.19 were presented. Key points and actions considered.

6) Governor Visits: JP will catch up with Rachel Webster re Early Talk Boost.

**Action: None Required.**

10. Correspondence (10 minutes)

**Requests for Leave**

1 x staffmember requested the Friday before and Monday after her wedding off without pay. Governors discussed and agreed to allow one day (a previous request from a different member of staff had been allowed one day). Though it will be pointed out that there are 13 weeks of non school weeks when she could have arranged her wedding.

1 x requested the same dates off as she is involved in the wedding party. Governors felt this could not be agreed and is fully beyond the scope of the leave policy.

**Letter from John Grant re Archives**

Mr Grant (Archivist) has requested that governors formally agree to take nominal control of the archives in such that no records will be removed from the school premises, destroyed, rehomed or repurposed without their express consent. He has concerns that in the long term the extensive archives will not be maintained or looked after. Governors agreed to this and also wanted to pass on their thanks and gratitude for Mr grant's efforts and diligence.

**Action: Respond to letters from staff re LOA**

**By: Clerk/JP**

**Action: Respond to John Grant**

**By: Clerk**

11. Headteacher's Report (15 minutes)

- Roll numbers remain pretty static, with some admissions and leavers.
- Fixed Term Exclusions increased due to 2 very challenging pupils. One has already left the school and one is due to leave for secondary school. Unfortunate that these pupils needed to be excluded but

the decision was made after careful consideration and in the interests of the health and safety of other pupils and staff.

- Attendance has improved, Persistent Absentees have fallen over the year to 62 which is positive. Improved, robust, rigorous monitoring and proactive methods in place. Some Fixed Penalty Notices has been issued.

JP: hopefully these figures will improve further over the next year.

KW: there are issues with pupils taking holidays. We are being as reasonable as possible but also issuing fines as appropriate. For example some families are requesting a second holiday during one school year which is obviously refused. Also, frequent 'odd days' are also harmful.

JM: Dolina Day and I will be key contacts to work closely with a set of families facing attendance and punctuality issues and then stay as their 'point person' throughout school.

TD: when do you do the FPNs?

JM: as laid out by the prescriptive LA guidelines.

KW: we follow county's policy and guidelines.

JM: need to target the parents who are telling us lies about illness whilst they go on holiday – if they are honest we can be far more understanding. It's about building a relationship and encouraging openness.

- KW has only just received all the subject leader annual reports. A copy will be circulated to governors this week. Next step will be to have a consistent length and a more summary version.

- JP: staffing structure has completed successfully and has achieved its objectives. The process was intensive but transparent and has worked effectively putting the needs of the school first with consideration to all staff. CS: staffing structure and placements now more or less confirmed but there have been some very recent changes to address.

TD: we have been given information about teachers / classteachers. As a governing body can we also have information about phase leads, SENCos, Hub Staff etc?

CS provided a brief summary of the staffing placements:

- HH Acting Head

- Vicky Gill Acting Deputy Head

- Michaela Livingstone and Steph Boddy each spending half a term as Acting KS1 Assistant Heads

- Kate Hill Acting Phase Leader for ML and SB during their period of acting up

- 1 x fixed term teacher (1 term) to upfill gaps left by the above

- Couple of fixed term staff to cover maternity leaves and a couple of resignations received

- 6 teaching staff vacancies – recruited and appointed on fixed term or temporary contracts

SLT all acting up and covered. Teachers recruited to and holes plugged.

- TAs mainly as per the proposal – excluding EYFS who are having a slightly different model including key workers.

- 2 x Flexible Working Requests. Some changes to minds re redundancy etc. Most have been placed now. Comfortable we're now there.

- EYFS TA has now got another job so would governors like to recruit to fill the gap (we have made some savings by appointing NQTs) or do we look at updating the model and working this around before recruiting. JP: perhaps look at options – especially as numbers are lower. CS will investigate options and liaise with EYFS staff. It takes half a term to recruit a TA. There are 2 or 3 on FT contracts not being renewed or who have been offered less hours. So there is scope to trial backfilling on a claim basis.

KW: would like to reiterate my thanks for the support given by the governing body over the last 4 years. Wish the school and staff all the success for the coming years. Heartening a positive future appointment has been made.

The Governing Body also thanked KW for the contribution he has made to GRPS. He is leaving school in a stronger, more developed position than when you arrived.

**Action: Circulate curriculum leader annual reports to governors**

**By: KW**

## 12. SIDP / SEF Updates (10 minutes)

Both are final draft versions which will be completed with the just released KS2 outcomes. Will update and recirculate before the end of term.

**SEF:** Structure now matches the new Ofsted framework headings but there is no statutory format or layout. Heather Mensah said this is a good option. Represents the fact we are already working with thought to the new framework. May be reviewed by HH or GJ moving forward but this is in place and accurate in the interim.

JP: On Page 9 Leadership & Management is graded as 'Requires Improvement (2)'. Should this be 'Good'?

KW: Yes, will update.

JP: informal feedback from the Headteacher candidates was all positive and that the school knew what it was doing – children were engaged and happy. Well presented. Some things have emerged such as a need for support staff appraisals linked with targets and objectives. But definitely much stronger than we were.

**SIDP:** much has been achieved, some objectives remain ongoing. Would like to see a termly governor newsletter. Helen Mensah is satisfied that the areas for improvement in 2017 have definitely been on a significant journey and this will hopefully be shown by the next inspection.

Will be meeting with HH to consider draft objectives for 2019/20. Writing, embedding middle leadership, SEND hubs, Science investment to achieve Science Quality Mark and raise profile and priority. It's now important to consider elements to elevate the school.

JP: would like to review and revisit the way governors support and develop their input to the school. More regular actual input. Will also provide an update on the progress of the governing body since 2017.

**Action: Circulate completed versions as appropriate.**

**By: KW**

## 13. Subject Leaders Annual Reports (10 minutes)

These were only just received and are quite lengthy. They show that subject leaders are definitely taking ownership of their subjects and are moving them forward. Governors to be provided with a copy.

**Action: Circulate subject leader annual reports to governors**

**By: KW**

## 14. Health & Safety / Finance / Premises Update (10 minutes)

CS presented her report, previously circulated to the Resources Committee and reported the following:

- Budgetary and financial information will be reviewed and updated by the time of the next appropriate meeting.
- Governors discussed offering ATAs the opportunity to undertake HLTA training at a cost of £1100 each. The programme enhances their classroom practice and capabilities. HLTAs are able to cover short term absences so savings would be made on supply costs. **Governors agreed.**
- School has been offered funding towards replacing 3 boilers in the Upper School. The project will take place over the summer, not sure as to our portion of cost yet. Should repay any input in 3 years.
- New changing facility will be created over the summer. The project works are being funded by NYCC and school has paid for the hydraulic changing bed. There is currently no proper facility. JP: also

liaise with health colleagues re procedures as changing standing up is the recommendation. CS: the issue for us is about the duty to staff, some of whom have hurt their backs when bending to change children. TD: specialist training for staff? CS: SENCo Amy Rhodes is putting that in place and advice has also been taken from Christine Noyes. Appropriate policies and procedures in place from HaNDS.

- Fire Risk Assessment scheduled for 12.7.19 (fire evacuation test also scheduled for before the holidays).

**Action: None Required.**

## 15. Initial 2019 Outcomes / Headline Data (results due 9.7.19) (15 minutes)

### **EY outcomes:**

- GLD 2019 – 64%. No national known yet but bears well with 2018 and 2017. Moderated externally by LA – no adjustments required. There is recognition that the children do start below the age expected using baseline assessment.

### **Phonics:**

- Pass mark down – not unduly concerning due to the effect of mobility.
- 70% achieved against 62% who achieved GLD so 8% above the ‘expected’ is reasonable. Can be contextualised if question raised.

HK: Disadvantaged is very low compared to previous years?

KW: still exploring the gap here.

JP: concern about this issue. Questions to be considered about what is happening in Y1 with phonics.

KW: will take this back to TJ and Y1 staff also. Discrepancy to be further investigated.

HK: figures would suggest greater degree of work with reading and phonics with disadvantaged pupils.

JP: need to have an action plan and explanation for this moving forward.

- Y2: 83% Passed which is only 2% more of the cohort than already achieved in Y1.

JP: would be good to have findings from the ‘deep dive’ into data. KW will provide report to governors.

### **KS1:**

- Since EY there have been 8 leavers and 8 admissions so a slightly changed cohort.
- GLD 63% for current cohort.
- Dip in RWM 2018. Has recovered slightly this year, moved slightly in the right direction. Compared to GLD all slight shift upwards except Writing. Changes are having an impact but more to do.
- Y2: different curriculum from Early Learning Goals and Y1 so not a direct comparison. Only national comparator is 2018. Still space to improve and get closer to national. Progress slightly down to 85%. Some children in Y2 with significant special needs.
- Overall RWM up to 50% and hopefully this trend will continue.
- Bridging gap between EY and KS1.

### **KS2:**

- Outcomes subject to national validations.
- This was the last cohort to have been assessed at KS1 under the previous tests. There had been a question over these KS1 outcomes (the last cohort before amalgamation) and their accuracy / robustness. When Ofsted visit they will look at the progress since last inspection. We can show accelerated progress for this school year. This is the final cohort we will have this sort of anomaly / question with. Robust, secure, validated KS1 outcomes moving forward so any issues moving forward will be a very real issue.
- This cohort has been a significant issue throughout school re needs and behaviour. We were hoping for slightly better, and there are some re-marks to apply for which may change boundaries. Last year we were in the -0. \_\_ but obviously this has reduced this time to -1. \_\_ This issue has been raised throughout the cohort’s journey through school and all advisers have been consulted. We have a valid explanation and also evidence of accelerated progress since Y4. Still likely to be in the average bracket for progress. Some children did not take the tests due to ability.

- Progress calculated with last year's ready reckoner so may change a bit.
- 3 new pupils into Y6 with low outcomes which can be considered using dashboard tools. 1 completely non English pupil who entered in Y4 has achieved in Maths and only just below in Reading.
- Thresholds: Reading stayed same, Maths reduced slightly due to difficulty of paper.
- We are well above the previous (now defunct) 'coasting' definition and floor standard.
- JP: can't be complacent but certainly there are explanations and context.
- Maths No problem and Guided Reading interventions are having an impact.
- Writing remains key issue.

**Action: None Required.**

16. Governor Training / Note of Learning Activities / Visits (5 minutes)

HK visited re an update about the Learning Links program. This system is catching pupils with a vulnerability who were not being caught previously. Perhaps look at the correct support staff accessing the training and support moving forward Kate Middleton to lead in inclusion hub. Provision includes 2 days of SALT in school each week which is a key aspect which 10 pupils can access at a time. However, if a child has already been referred for SALT via the NHS they are not eligible for this input / support. Costly project and only a year left of the Opportunities Area funding so need to maximise the input, impact and use.

HK thanked for her time to visit school and for her report.

**Action: None Required.**

17. Co-Opted Governor Applications (5 minutes)

Write back to thank interested parties for their responses and invite them to meet Chair and Headteacher (HH) in early September. Then induct if felt good fit.

**Action: Contact potential governors to see if they are still interested. By: Clerk**  
**Invite them to meet with HH and JP in September.**

18. Date of Next Meeting – propose 17.9.19 (5 minutes)

Date agreed for first, brief, business meeting as Tuesday 17<sup>th</sup> September at 6.30pm.

**Action: Confirm date of first meeting of 2019/20 year via email By: Clerk**

19. A.O.B. (2 minutes)

KW: I have today shown a parent round whose child is starting in Y1 in September, having returned from living in Spain. When asked why she had chosen GRPS mum said it was because of good reviews via word of mouth and positive views of peer parents. A really nice, positive comment.

JP: Would like to once again offer sincere thanks to KW for his efforts and input as Headteacher over the last 4 years and for his genuine desire for betterment of the school.

Clerk: reminder the governors end of year meal is on Tuesday 16<sup>th</sup> July at 7pm at Gianni's.

**Action: None Required.**

**Meeting Closed at: 8.40pm**

**Signed (Chair)** \_\_\_\_\_ **Date** \_\_\_\_\_