

**YATTON FEDERATED SCHOOLS  
MEETING OF THE FULL BOARD OF GOVERNORS  
5<sup>th</sup> DECEMBER 2016 (7)  
MINUTES**

<b>PRESENT</b>	Governors	Miss J Keeble (JK) (Head), Mr M Sewell (MS) (Chair), Mr R Vaughan (RV) (Vice-Chair), Mrs W Griggs (WG), Dr C Jackson (CJ), Mr I Harris (IH), Mr P Viney (PV), Revd. T. Scott (RTS), Mrs S Stokes (SS), Mrs Rosie Kendall (RK), Mrs Katherine Hatch-Morelli (KHM), , Mr R Gaunt (RG), Mrs E Hardy (EH), Mr J Heywood (JH) (Deputy Head), Mr T Green (TG)
<b>APOLOGIES</b>		Mr Z Willis (ZW)
<b>IN ATTENDANCE</b>		Mrs S Warneford-Thomson (SWT) (Bursar), Mrs L Blake (LB) (Clerk)
<b>NOT PRESENT</b>		N/A

**1. WELCOME**

- a. All Governors were welcomed to the meeting, which started at 18:45. The apologies from ZW were accepted. New parent governor Tony Green was welcomed to the meeting
- b. Governors agreed that item 7 would be confidential and that individual comments would not be identified to individual governors in the minutes.
- c. There were no declarations of interest.

**2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting of the Board of Governors on 17<sup>th</sup> October 2016, *were accepted as a true and accurate record of the meeting*. There were no matters arising.

**3. HEAD TEACHERS REPORT**

To be read in conjunction with the following reports, circulated in advance of the meeting.

- Raise online document for Junior School
- Raise online analysis
- Inspectors dashboard for Junior School
- Inspectors dashboard for Infant School
- Raise online for Infants School
- Performance Management report for Junior School
- Performance Management report for Infant School
- Draft Self-Evaluation Form for Junior School.

**(Key Ofsted Issue 1)** Governors were directed to the Performance Management Report. There is a separate report for each school. This has been carried out in a robust way, with teachers held accountable to their targets. JK explained the procedure and thinking behind the process of performance management/appraisal.

Signed (Chair)

Date

85% of children are working at the expected standard and in EYFS 80% of children are working at the expected standard. These targets are much higher than the national targets (mid 60%'s)

*18:50 RV and IH joined the meeting*

There is nothing of concern in either of the Performance Management documents and all previous concerns have been dealt with. There were no further questions.

**A governor asked when JK's performance management review was due** and JK is waiting for someone from NS be available to sit on the panel and facilitate the group of governors. This will probably happen in the New Year.

Governors were directed to the Infant Raise Online document and the Inspector Dashboard. Governors were informed that EYFS outcomes were being compared to KS1 results – this is reversal on previous government assurances. JK informed governors that many headteachers were unhappy about this as the EYFS outcomes should be seen as a holistic assessment of a child not by subjects.

**(Key Ofsted Issue 2)** For all groups, progress is significantly above national. There is a possible inconsistency in one of the listed weaknesses: boys expected. JK does not agree with this and believes this should read: boys exceeding. Governors discussed this and wondered if the computation may be responding to very small numbers, leading to a difference in interpretation. The result may be mathematically correct although not entirely reflected in the main body data. Despite this, there are positive strengths across all groups and it is a positive data set. There is a small group of disadvantaged Phonic learners to monitor in Year 1. **A governor commented that overall boys reading is above national.**

**(Key Ofsted Issue 2)** Governors were directed to the Junior Raise Online document and the Inspector Dashboard. This is accompanied by a detailed Data Analysis report from JK. There are no strengths but more importantly there are no weaknesses – all previous weaknesses have been eradicated. **A governor asked if a 'good' school can have no strengths.** Governors were reminded that YJS has strengths in attainment and the percentage of children who are achieving greater depth is significantly above national. There has been a continual upwards shift over the last few years. Writing at greater depth is the last area to move on – all other areas have improved over time. YJS progress has been strong and sustained in all year groups. This is partly evidenced by a strong set of books from last year and books from the current year.

*19:15 TS joined the meeting*

**(Key Ofsted Issue 2)** JK explained the DfE confidence levels to governors. A score in the middle of the confidence level shows good progress. This is shown more clearly on the Governors Dashboard. The grids are also very clear and show YJS attainment compared to national. Attainment is very positive. JK directed governors to the main point listed on the last page of the Data Analysis Report for Governors. It was explained that ARE stands for Age Related Expectations. JK then took time to explain to governors what action was being taken over the weaknesses.

- Writers are being pushed to reach greater depth
- This is an unusual cohort – girls did less well but are not significantly below boys.
- Maths training has been initiated to LSA's and CPD for staff to encourage the use of bar models, showing concepts visually. The use of resources is also being encouraged within KS2, to allow children to be independent in their learning.

Signed (Chair)

Date

(Key Ofsted Issue 2) Governors were then directed to the Junior SEF. This has been updated and has updated judgement – good across the board. The SLT are confident in this judgement and there is a lot of evidence from school and the LA to back this up.

**ACTION POINT:** All governors to carefully read the SEF before the new term in January.

**A governor asked if Sue Horsnell (SH) had seen the SEF** and it was explained that SH completed the data section alongside the SLT.

The School Improvement Plan was handed out. It has been updated for this year and has Ofsted priorities within it.

A Summary Data Sheet was handed out showing data for the first two terms, this indicates progress.

**ACTION POINT:** JK to email the School Improvement Plan and Summary Data Sheet to all governors.

(Key Ofsted Issue 1, 2, 3) Governors were informed that everything Ofsted wanted YJS to do had been achieved. Significant improvements have been made in all areas and this is continuing. The data reflects the work of the last two years and in-house data shows that children are making better progress within their years. Progress is good, and the numbers of children making expected levels in R/W/M is much better. It was recognised that there are always areas to improve, as in any school.

Governors were informed of a planned Open House meeting for the 17<sup>th</sup> and 18<sup>th</sup> January. The views of the Board were sought as there was some concern that this was too close to Ofsted. MS will respond on behalf of the BoG and request a meeting with the LA to understand why this visit is necessary. Governors were very concerned about staff welfare and could not see the benefit of a visit.

**ACTION POINT:** MS to respond to LA

#### **4. BUSINESS COMMITTEE UPDATE**

To be read in conjunction with the Business Committee minutes 24/11/2016.

The minutes of the Business Committee have been circulated in advance of the meeting. Governors were taken through the main points, including positive confirmation of the budgets and the IT suite plans. SWT fed back to governors the plans for the ICT suite and requested approval of spending 14k. **Governors approved the spending request. This was proposed by IH and seconded by WG.**

There were no further questions.

##### a. SFVS

The Schools Financial Value Standards has been agreed by the Business Committee and now need BoG approval. **All governors agreed the SFVS.**

#### **5. PUPIL QUALITY ASSURANCE (PQA) UPDATE**

To be read in conjunction with the PQA minutes 25/11/2016.

The minutes of the PQA Committee have been circulated in advance of the meeting.

(Key Ofsted Issue 3) Governors were taken through the main points, including the parent's questionnaire, for which responses are beginning to come in.

There were no further questions.

##### a. Governor Monitoring

Governor Monitoring was discussed and governors have carried out monitoring for the term.

Signed (Chair)

Date

b. Approval of SEN & D Policy

This policy and appendices have been circulated in advance of the meeting. It has been agreed by PQA and now needs approval of the BoG. **All governors approved the SEN & D Policy.**

c. Approval of Attendance Policy

This policy and appendices have been circulated in advance of the meeting. **A governor asked if there were any changes in view of the legal challenges in process nationally.** YFS have been advised to carry on with the same policy. **All governors approved the Attendance Policy.**

**6. ADMIN**a. Governor Roles and Responsibilities

RK has volunteered as governor for E-Safety. There is still a vacancy for Teaching and Learning Governor by MS will revisit the schedule.

JH has been elected as Staff Governor. It was hoped a member of teaching staff would come forward but despite the vacancy being advertised for several months no-one has.

CJ has passed on the role of Pupil Premium Governor to RG.

b. Skills Audit

One more reply is awaited then the results will be fed into an anonymous excel document and analysed.

**The Governors went into confidential session for Item 7**

**8. ANY OTHER BUSINESS**

There were no items of AOB

**9. CONFIRMATION OF DATES**

<b>Term 3</b>		<b>3 January - 10 February</b>			
8	Business	Tuesday	24 Jan	6:30pm	Wk 4
9	Pupil Q & A	Wednesday	25 Jan	6:00pm	Wk 4
10	Full Governing Body	Monday	06 Feb	6:45pm	Wk 6
<b>Term 4</b>		<b>20 February – 7 April</b>			
11	Pupil Q & A	Monday	6 March	6:00pm	Wk 3
12	Business	Tuesday	7 March	6:30pm	Wk 3
13	Full Governing Body	Monday	20 March	6:45pm	Wk 5
<b>Term 5</b>		<b>24 April – 26 May</b>			
14	Business	Tuesday	9 May	6:30pm	Wk 3
15	Pupil Q & A	Wednesday	10 May	6:00pm	Wk 3
16	Full Governing Body	Monday	22 May	6:45pm	Wk 6

Signed (Chair)

Date

<b>Term 6</b>		<b>05 June - 21 July</b>			
18	Business	Tuesday	4 July	6:30pm	Wk 5
17	Pupil Q & A	Wednesday	5 July	6:00pm	Wk 5
19	Full Governing Body	Monday	17 July	6:45pm	Wk 7

**What have we discussed today that has had a direct impact on the children's education?**

*Meeting closed at 21:45*

Reports circulated before the meeting:

- BoG Agenda 05/12/2016
- BoG minutes of the previous meeting 17/10/2016
- PQA minutes
- SEN & D Policy
- Attendance Policy
- Business minutes
- SFVS
- Raise online document for Junior School
- Raise online analysis
- Inspectors dashboard for Junior School
- Inspectors dashboard for Infant School
- Raise online for Infants School
- Performance Management report for Junior School
- Performance Management report for Infant School
- Draft Self-Evaluation Form for Junior School.
- MAT Opportunity Assessment

Reports circulated during the meeting:

- YJS School Improvement Plan
- Summary Data Sheet for Open House

Signed (Chair)

Date