

**YATTON SCHOOLS
MEETING OF THE FULL BOARD OF GOVERNORS
10th DECEMBER 2018 (7)
MINUTES**

PRESENT	Governors	Miss J Keeble (JK) (Head), Mr M Sewell (MS) (Chair), Mr Jon Heywood (JH) (Deputy Head), Mr Richard Gaunt (RG) Mr I Harris (IH), Revd. T. Scott (RTS), Mrs Katherine Hatch-Morelli (KHM), Mr Nicholas Ogborne (NS), Mr Adam Driscoll-Price (ADP), Mr Pete Viney (PV)
APOLOGIES		Mrs Wendy Griggs (WG), Mrs Rosie Kendall (RK), Mr Tony Green (TG), Mr Andrew Nicholls (AN)
IN ATTENDANCE		Mrs Emily Dobbs (ED) (Clerk)

1. WELCOME

- a. All Governors were welcomed to the meeting, which started at 18:45.
- b. There were no items that were considered to be confidential, but it was agreed to review this as the meeting progresses.
- c. There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Board of Governors on 15th October 2018, **were accepted as a true and accurate record of the meeting**. There were no matters arising.

3. HEAD TEACHER

To be read in conjunction with the Yatton Schools Data 2018 PowerPoint presentation, which was circulated in advance of the meeting.

Governors were given information about where the 2018 data is sourced from and reminded that it is released in November, which is after the schools RAPP is written and after Performance Management reviews are undertaken.

6:50pm ADP arrived at the meeting

Ofsted have released a new inspection regime which will move the emphasis made upon data. Historically a school's judgement has been made upon the data, with the requirement for the school to prove or disprove this judgement. The implication of this regime will mean that schools will be judged on the quality of education, without data being at the forefront. This does not put aside the importance of data for allowing schools to track the progress of groups, classes and the quality of Teaching and Learning. Yatton Schools hold 'Pupil Progress Meetings' three times a year. These meetings track the progress of pupils and the impact of Teaching and Learning, but do not focus upon increased results by the percentage.

The Inspection Dashboard for the Infant School summaries the key data and shows no significant highs or lows. But does identify trends coming through. It shows that Phonics and Phonics for Disadvantaged pupils are a strength of the school. It highlights that higher attainment in Maths and Writing are below the national rates, but has already been identified and are targets in the RAPP. All disadvantaged data is statically too low

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to make a national judgement against, with a cohort of 11 (as opposed to 20 pupils being the benchmark), but this should still be looked at. **A governor asked whether it is 20% of pupils, or 20 pupils in the cohort which this statistic is measured by.** It is measured by 20 pupils in the cohort. **A governor asked if Yatton Schools are undertaking their own analysis of the data and taking out the results of SEND pupils.** Through the use of 'Insight' the school can filter and analyse data in whichever format they wish and can focus on a range of groups. For example pupils who are looked after come into this group of data, but you cannot compare these children and what they are dealing with, against their peers.

7:00pm TS left the meeting

Governors recognised that there was no difference in the narrative of this data to the RAPP.

The current KS1 cohort is looking different already. It is too early to make a judgement but teachers are confident. **A governor asked whether left handed pupils statistically make less progress.** The 'Smart Moves' programme is designed to help pupils with less co-ordination and is seeing excellent results. A discussion was held around the emphasis made on the expectation of hand writing skills and presentation in KS2.

The Inspection Dashboard for the Junior School formally recognises that the leap in junior school progress is different when pupils attend an Infant and Junior School compared to a Primary School. Progress in Mathematics at Yatton Junior School is a negative trend and below average, but this is addressed in the RAPP and staff are receiving a lot of CPD. Key groups to be aware of are middle and high achievers who are coming out well at the end of KS1, but not making as much progress in KS2 as they should. This is being addressed by looking at where the pupils came in, compared to the progress being made now, which allows for early identification of a slowing of pace. Targets for 2019 have been set and the LSP have requested that Yatton Schools fall in the top 20%, based upon the Fischer Family Trust Benchmark. Currently they are slightly below average, which is down to the cohort. The KS2 targets are a combined result of 75% reaching as expected and 18% reaching the higher standard. These are a challenging targets set of targets. **A governor asked that as well as looking the targets, what teaching is being undertaken differently.** Governors' attentions were drawn to the updated RAPP which was given to the PQA Committee. The school is implementing the 'Post Teaching Model' and providing after school help for those who have been identified as needing further support.

Governors viewed the current progress in KS2. Summative assessments for this term have been undertaken on Insight across all year groups. This is a new way of assessing for staff and they have attended moderation this term. **A governor asked whether the lack of higher level achievement in Reading in Year 3 was a trend.** It is a result of different moderation within different year groups and a slight concern of the teachers of the new assessment targets. **A governor asked whether the new Ofsted regime was being reflected in the conversations and observations made by Sue Ivermee.** It is too early to tell at this stage. There are many discussion being held about data use and this will develop throughout the year.

Governors also reviewed the KS1 targets and current assessment data. JK informed the governors that the EYFS data was available, but that is was too early to identify any trends as the vast majority of pupils have come into the school at the same level.

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A governor asked whether the ideal situation with the current data is to see the red and amber lines shrink and the blue and green lines increase. Yes this is the ideal outcome, however the red lines are the SEND pupils and therefore this is unlikely to change.

Governors' attentions were drawn to the School Self-Evaluation Summary, which has been updated so far. This document will need to be approved by the Local Governing Body once completed.

Governors took note of the information given.

4. BUSINESS COMMITTEE UPDATE

To be read in conjunction with the Business Committee minutes 20/11/18, which were circulated in advance of the meeting. Governors' attentions were drawn to the concerns over the Infant School boiler. However, there has been an update since the Business Committee meeting and the new boiler is planned to be installed in early January. The LSP will be funding the increased cost of this project. There is still the risk that the current one will fail and the school would need to close. The current boiler has been patched up to work in the meantime and therefore is on constantly until the planned replacement is completed.

Governors took note of the information given.

5. PUPIL QUALITY ASSURANCE (PQA) UPDATE

To be read in conjunction with the PQA Committee minutes 28/11/2018, which were circulated in advance of the meeting. Governors were informed of the decision made by the PQA Committee for the school to proceed with Sex Education element of Relationships and Sex Education in term 6 of this academic year. **A governor asked whether the school would be writing to parents in order to explain these changes in the PHSE education.** After staff training has been completed, parents will be invited to a presentation where they will be able to view the materials and resources. **A governor asked whether Sex Education is new to Yatton Schools.** To the infant school it is, but not to the Junior School. It is very basic information in the Infant School and essentially deals with the correct names of body parts. **A governor asked whether Yatton Schools were pushing the limits.** No, Jigsaw is a national scheme that many schools across the country use. **A governor asked whether relationships were covered in this PHSE resource.** Jigsaw covers many aspects of relationships in great depth, including, and not limited to, Body Image, Social Media, Peer Pressure and power in relationships. A new policy will need to be written in order to establish which elements of this scheme are Sex Education and which are Health or Science. This policy will be brought to the LGB for approval. In the meantime, Governors are invited to view the Jigsaw materials and resources.

A governor asked whether there would be support for parents to follow this learning up at home. In addition to the parent presentations, there is the opportunity to follow this up with resources for parents on the website. **A governor asked if Jigsaw is up and running for the other PHSE elements.** Yes, the wider context is being covered successfully and it is fully embedded in the curriculum.

The governors agreed with the decision made by the PQA Committee and took note of the information given.

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6. GOVERNOR MONITORING

In advance of the meeting, Governors were issued with the NGA document 'Knowing your school: School Visits'. A discussion was held around the various possible approaches that could be undertaken for school visits (as opposed to solely using Learning Walks) as a means of gaining answers to questions that governors may have about their specific area of responsibility. Governors were encouraged to think about their remit in the wider context and consider exploring areas such as behaviour, attendance and the RAPP.

Governors noted the information given and decided to add Governor Monitoring to future LGB meeting agendas.

7. GOVERNOR UPDATES

a. Teaching & Learning

ADP has two further Teaching and Learning visits planned this academic year. He recently attended 'Monitoring the Academy/ School Development Plan' training and found the information interesting, but nothing new. ADP to liaise with JK about attending a Pupil Progress meeting in order to understand how they are run.

ACTION: ADP to forward the information received on the training course to the LGB

b. Standards & Achievement

No further updates

c. SEN

No further updates

d. Safeguarding

No further updates

e. H&S

PV met with JR and undertook a Health and Safety report. This report has been issued to the Business Committee. Items to note were, firstly the drinks dispenser in Year 3 was in a poor state of repair and has been instantly replaced. Secondly, is the cleaning standards of the contractors. The SLT have spoken to Churchill and refused to pay the next bill, unless standards are improved. The numbers of cleaners assigned to the school has been reduced and the area manager has not been undertaking inspections. **A governor asked if there is a deep cleaning programme.** There is meant to be, but it is not happening. JK has been unable to contact the area manager on the phone.

A governor asked about the Health and Safety impact of the recent flooding in the Infant School Playground. This is a historical issue, which has been costed in the past. The cost of correcting the soak away would be vast and the roof is a higher priority. The soak away has failed in the last week, due to the significant levels of rain and the ground water being so high. The bridges were bought as a cost effective way of managing the situation and generally these are sufficient. **A governor asked for clarity as to how much the playground had flooded.** For classrooms 5-9 the doors to the playground were blocked for a couple of days and the water was too wide for the bridges to work effectively. The school felt that they dealt with the situation well and although the main building was used for entrance and exit, it didn't impact upon punctuality or attendance. The bad weather has also meant that further leaks have occurred in the roof and impacted classrooms. Contractors have looked at the roof today and created a short

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term solution. Teachers have had to remove learning from near windows before it suffered water damage, but this was not a result of the gutters, as they have been cleared.

The governors took note of the information given.

f. E-Safety

There will be a new posting going out to parents in January as a result of resources the school have been provided with.

g. Infant School

No further updates

h. Junior School

No further updates

i. Governor Training

As a result of the cancellation of the Safeguarding training on 13th December, MS and KHM have undertaken another course this month. There will be training at Yatton Schools in term 3 which, those Governors who have not undertaken Safeguarding training, will be invited to.

j. Pupil Premium

No further updates

k. PE Premium

NO is in dialogue with the Infant School leader, in order to look at funding. He will follow this up with the Junior School leader too.

ACTION: NO to liaise with the Junior School PE Leader.

l. Foundation Governors

No further updates

8. LSP & CHANGE MANAGEMENT

The auditor's feedback is very positive and has placed the LSP at the top end of the MATs audited. It was felt that there should now be a period of consolidation and embedding before the MAT expands and moves on. A discussion was held around change management.

The governors took note of the information given.

9. GOVERNOR SKILLS AUDIT RESULTS

To be read in conjunction with the Skills Audit Matrix 2018 document. Governors reviewed the overall results of the skills audit and felt confident that all the desired and essential skills were effectively covered by the range of skills that different governors bring to the board at this time.

10. CLERK UPDATE

a. GDPR update

Following attendance at the Clerk's Induction Course, ED was advised that the Governing Board should be using more secure methods of data sharing. There were several ways that this could be implemented, including using a school email address or accessing an iCloud storage solution such as Folder, SharePoint, or Windows 365. Governors were informed of how the school will be protecting data in the next term. This includes not

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accessing email accounts on personal devices and closing computer screens when away from desks.

ACTION: ED to seek further data protection guidance and liaise with the LSP and Soltext as to potential iCloud solutions.

b. Clerk Training Course – Key Information

ED was advised that governors do not need to be reviewing the School's operational policies. They need to know that they exist, what information is in them and where to access them, but they do not need to review the content, that is a matter for the school. They do need to review statutory polices and monitor how the school is implementing these policies.

c. Prevent Training

There are a few outstanding returns for the online Prevent Training course from the Governors. It was established that the programme that this training is available on is providing access issues for these Governors. Therefore Governors were invited into the school to access the computers and complete the training there.

ACTION: Governors to complete the Prevent Training and liaise with JK/ the admin team about access to school computers.

11. RISKS, CONCERNS AND POSITIVES

Governors were informed that there is currently consultation being undertaken to review top up funding for SEND pupils and how it is funded. Yatton Schools are very concerned about the impact on pupils if their funding is altered. With 16 SEND students in the school, the initial cost is £96,000 a year. If SEND provision is reduced, this funding would need to come from the schools budget or the support for the pupils would have to change. It is a concern for future budgets.

Meeting Dates	Risks	Concerns	Positives
Business Committee 20 th November 2018	<ul style="list-style-type: none"> • Future Budgets • Infant School Boiler 	<ul style="list-style-type: none"> • Falling Reception Pupil Numbers • Less Support Staff in Classrooms 	<ul style="list-style-type: none"> • Well-structured budget • Active Healthy Schools Plus Award
PQA Committee 28 th November 2018	<ul style="list-style-type: none"> • Outcomes for Mathematics 	<ul style="list-style-type: none"> • Outcomes for Mathematics 	<ul style="list-style-type: none"> • Depth of review and decisions made for Relationships and Sex Education • Active Healthy Schools Plus Award
Local Governing Body 10 th December 2018	<ul style="list-style-type: none"> • Consultation on top-up funding for SEND 		

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12. ANY OTHER BUSINESS

A governor asked is there had been an announcement of who had won the Yatton Free School bid yet. This result is expected in April.

Meeting closed at 20:46

Reports circulated before the meeting:

- Local Governing Board Meeting minutes 15.10.18
- Business Committee Meeting minutes 20.11.18
- PQA Committee Meeting minutes 28.11.18
- Governor Responsibilities and Committees 2018-2019
- Knowing your School: School Visits
- Infant Headline ASP KS1
- Infant Headline Phonics
- Infant ISDR
- Junior ASP
- Junior ISDR
- RAG December 2018
- Skills Matrix Results 2018
- SEF Infants 2018
- SEF Juniors 2018
- Yatton Federation Standards Note of Visit 1 25.09.18
- Yatton Federation Standards Note of Visit 2 19.11.18
- Yatton Schools Data 2018

Reports circulated during the meeting:

- None

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