College Town Infant & Nursery School

**Quality Education in a Caring, Happy Environment**

MINUTES FOR THE FULL GOVERNING BODY MEETING

**19th March 2018 at 6:25pm**

**Present:**

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| **Tony Whiddett (TW)**  **Rita Carvosso (RC)** | **Committee Chair, Co-opted Governor**  **Chair of Governors, LA Governor** |
| **Trudi Sammons (TS)**  **Jenny Hipkin (JH)** | **Head Teacher**  **Vice Chair, Co-opted Governor** |
| **Emma Batten (EB)**  **Toni Barton (TB)**  **David Spence (DS)**  **Apologies:**  **Katharine Middlemiss (KM)** | **Staff Governor/Early Years Leader**  **Parent Governor**  **Co-opted Governor**  **Co-opted Governor** |
|  |  |
| **In Attendance:** |  |
| **Cath Wadsworth (CW)**  **Jackie Frew (JF)** | **School Business Manager**  **Clerk** |
|  |  |

| **Minute No.** | **Details** | **Action by** |
| --- | --- | --- |
| **1.0** | **Apologies:**  KM apologies. |  |
| **2.0** | **Approval of Previous Minutes:**  Approved as a true representation of the meeting held on 15/1/18. The minutes were signed by RC.  Proposed JH  Seconded DS |  |
| **3.0** | **Matters Arising**  Check incident log – has this been done?  Local Offer – has this been done?  Clerks Briefing – see agenda item 7  Letter to site controller (DS) – outstanding  Visit Reports – ongoing  GDPR training – RC had attended  Update governor details (RC), check website (JF) – have governor details been updated? Website outstanding |  |
| **4.0** | **Declaration Of Interests**  TW’s wife rents the school hall |  |
| **5.0**  **5.1**  **5.2**  **5.3**  **5.4** | **HEAD TEACHER REPORT** (see separate report) by TS  The STEP had visited 2 weeks earlier. Progress measures were excellent – all except Hedgehogs had made expected or better progress. They had put a lot of work into assessing where children were and seen massive progress in the last 4 weeks. The goal was to make 3 points progress by the end of the year.  The school was getting additional support to teach smaller groups in Hedgehogs based on needs. They had reassured several parents and explained that it was worth staying to benefit from the additional support. They would have daily reading. TS asked DS whether he had noticed the change (as his son is in Hedgehogs). DS confirmed that he had noticed an improvement in both standard and attitude. EB reported that the new Hedgehogs teacher was coming in that week to meet the children.  The school was losing 2 children this year plus 1 the following year.  Writing results showed the effort put in by teachers. Books were a pleasure to look at; children were engaged and doing more than requested. |  |
| **6.0**  **6.1**  **6.2**  **6.3**  **6.4**  **6.5**  **6.6** | **CURRICULUM REPORT** (see separate report) presented by EB  Writing was low but above national standard. They expected to exceed the previous year’s results as they had a low number of SEND children. Writing was moderated the previous week, and they felt better about where they were at, than at the previous judgement. They had changed approach, adding some independent writing in Reception.  Reading was being monitored and taking place every day, which showed in both results and conversations. TS added that she was seeing children being taught to read, not simply being listened to. 54% were not achieving GLD, but there was still time to improve (72% achieved last year and they expected to exceed this). Leaders had shared information with teachers, identifying and targeting those at risk of not achieving. **TB asked whether these figures were normal.** EB and TS replied that they were an issue, but they had new staff in Reception who needed more information on what each standard represented; leaders were working with them on this. **TB asked whether they could predict who was on track.** TS confirmed that they could, including Pupil Premium Grant (PPG) children.  Year 1 figures were shocking, owing to the situation in Hedgehogs and some severely SEND pupils. They wanted to see accelerated progress. Year 2 looked better. **TB asked whether pupils were streamed.** TS confirmed that both Year 1 and 2 were streamed. She expected good progress, though low attainment, amongst SEND children in Rabbits, as they had high needs. An additional parents evening was planned for Hedgehogs parents in the summer term. **TB asked what the issue in Hedgehogs was.** TS replied that it was teaching quality, the teacher had been off sick long term and the teaching had suffered. Behaviour had also been affected, but was now improving. They had lots of additional adults to hear children in Hedgehogs read. DS said he had received more accurate feedback at the last parents evening.  Early Years would be moderated in May; they were working to get assessments correct. EB was shadowing two other schools including a special school.  The nursery continued to be popular. One lunchtime controller had agreed to do some hours there if needed.  The students from Reading University were positive about the school. A new staff member had also reported that the school was a happy place. |  |
| **7.0** | **CLERKS BRIEFING** *(see separate notes)*  JF shared her update from the clerks briefing. |  |
| **8.0** | **CHAIRS BRIEFING**    RS updated governors. **Action: RC to circulate her notes.** | **RC** |
| **9.0** | **GOVERNOR MONITORING AND TRAINING**  RC had attended GDPR training, and would go to the conference. She had also done safer recruitment training online.  RC had done a recent walkabout, and seen no behavior issues. Children were mostly on task. She had met some of the new teachers. JH would also do a visit.  RC reminded governors to write up their reports. |  |
| **10.0** | **SCHOOL NAME APPROVAL**  TS proposed that the name of the amalgamated school be College Town Primary School. There was no other school with that name. The governors approved the name.  *EB left the meeting at 19:03*. |  |
| **11.0** | **RECONSTITUTION**  RC advised that the GB would need to meet in the summer term to discuss reconstituting.  **Action: Organise meeting date to discuss reconstituting** | **RC** |
| **12.0** | **PART 2** *(see Part 2 minutes)* |  |
| **13.0** | **AOB**  No other business |  |
| **14.0** | **Date of next meeting:**  21st May at 5pm  INSET days:  1 before May half term  21-22 July  3-4 Sept  19 Oct  The meeting ended at 19:45. |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**