



Present: Rev Alice Whalley (AW) – Chair of Committee
Amanda Healey (AH) – Headteacher
Sue Richardson (SR)
Rupert Bagilhole (RB)
Ian Beggs (IB)
Fiona Keeling (FK) – Associate Member

In attendance: Sharon MacKenzie (SM) – Clerk

Quorum: The meeting was quorate (at least three governors present)

Questions from the governors to the headteacher are highlighted in bold.

Item	Discussion and Decisions
1.	<p>Apologies for absence and declarations of interest</p> <p>There were no apologies. There were no declarations of interest.</p>
2.	<p>Minutes of the meeting held on 09.07.15</p> <p>The minutes were accepted as an accurate record.</p> <p>Matters arising not covered elsewhere in minutes</p> <p>The following actions were outstanding:</p> <p>ACTIONS</p> <p>2.1 Clerk to add samples of children's work to future agenda</p> <p>2.2 AW to remind DC to start a Governors Visits file for the school office, outlining all the meetings with staff that governors attend, as well as events and classroom visits etc</p>
3.	<p>Election of Vice Chair of Committee</p> <p>Governors agreed that if the Chair is not available at a meeting of this committee, another governor present will carry out the role.</p>
4.	<p>Terms of Reference (TOR)</p> <p>The Clerk and AH had worked on this to ensure it was in the same format as the Resources Committee TOR and is based on other examples of good practice.</p> <p>Governors agreed to adopt the updated Terms of Reference</p>



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	<p>Q: How do we ensure that our agendas cover the areas set out in the TOR? A: There is a workplan for the year and the clerk will be forming a policy review schedule to ensure these are carried out at the correct time.</p> <p>ACTION 4.1 Clerk to add Policy Review Schedule to next agenda</p>
5.	<p>Final evaluation of the governors' action plan</p> <p>Those who had attended Governor Induction recently pointed out that governors can receive logins for RAISEonline. However, the clerk informed the committee that they should be cautious about looking at just the data in the document without the back story – it is more meaningful to look at with senior school staff and discuss in governors' meetings.</p> <p>At the next FGB meeting, governors will receive the report from the Teachers' Appraisal Process and also agree which governors will carry on with the Headteacher's Appraisal.</p> <p>ACTION 5.1 Clerk to add staff appraisal to the next FGB agenda</p>
6.	<p>Assessment and targets</p> <p>FK reported on the documents she's including for governors in their information pack – this will include the Teaching & Learning Policy, RAISE data, etc.</p> <p>The summary sheet that was tabled included explanations of the following:</p> <ul style="list-style-type: none"> • Data: the windscreen diagram shows how teachers can visually see where children are targeted to get to by the end of the year • Raising Attainment Plans (RAPs): these have been slimmed down so they are more manageable • Age Related Expectation (ARE) sheets: these are updated during routine marking • The Learners: staff must make sure these are driving the learning <p>Q: With shared writing, do all classrooms have the 'magpie' culture? A: Yes, so to reflect this, we need to change the language to 'are immersed', not 'should be immersed'</p> <p>AH tabled a handout that shows the target for each class for ARE by July 2016. Governors agreed that this was clear and easy to understand, which will help them to monitor progress.</p>



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	<p>AH had previously circulated some sample KS2 Maths test questions, which governors noted were very formal. AH reported that the time limit was also a challenge, especially for those children who are not so confident with this method of assessment.</p> <p>Q: Are the teachers confident about knowing what the children will be facing next year? A: The Y6 teacher has seen the available materials and there will be further samples available nearer the time.</p> <p>ACTION 6.1 FK to amend wording on Shared Writing section to: 'The classrooms are immersed...'</p>
7.	<p>Feedback from the local authority's School Partnership Adviser</p> <p>The full report will be on the agenda for the FGB meeting on 23.11.15. AH reported that the headlines are:</p> <ul style="list-style-type: none"> • Early Years: children come from low starting points and have made excellent progress • Phonics (Year 1): improving trend • KS1: standards have remained static over past three years, Maths is the strongest of the subjects • KS2: improvements in standards in the last two years <p>ACTION 7.1 Clerk to add the full SPA report to the FGB agenda for 23.11.16</p>
8.	<p>Data: Ofsted dashboard / RAISE online unvalidated summary report</p> <p>The Ofsted Data Dashboard for the school was distributed and governors noted that it was encouraging to see more strengths and less weaknesses than last year.</p> <p>Q: Why is it that, against national trends, the girls are doing less well than boys? A: We looked at this and can do a question level analysis of their test papers. We also need to put something in place for high achieving girls in Maths as they didn't achieve as expected. Nationally, girls are doing better in Maths at both key stages.</p> <p>Governors noted that it will be important to determine whether the issues are cohort specific or across the whole school, to prioritise what to focus on. The RAISE report shows that girls underperform in all areas, not just maths.</p>



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	<p>Q: What reasons do you think this could be behind this? A: Sometimes girls need more thinking time and a more collaborative approach, so aren't suited to tests.</p> <p>Q: Can you investigate and report back at the next meeting, including talking to other teachers and teaching assistants? A: We can look at girls in more detail and compare with previous years. We may have a disproportionate amount of girls on the SEN register so need to unpick it. Ofsted will pick up on it so we need to understand and have some case studies.</p> <p>AH agreed to set up governors with logins so they can access the RAISE dashboard.</p> <p>Q: What is the issue we still have with writing? A: This was cohort specific and we have addressed the issues with a long term supply teacher through support and development.</p> <p>The local authority sent in moderators, which was a challenging process. As a school we've got much more stringent on our internal moderation.</p> <p>ACTION 8.1 AH/FK to investigate why girls such an issue and clerk to add to next agenda 8.2 AH to set up RAISE logins for governors</p>
9.	<p>Publicising school priorities</p> <p>Governors agreed that it was important for all governors and staff to be aware of the priorities across the school so that everyone is clear of the bigger picture and why they are then focussing on specific areas.</p> <p>Q: Would all school staff know what the school priorities are? A: They'd know their class priorities but not necessarily the whole school.</p> <p>It was agreed that the School Improvement Plan priorities should be an agenda item at the next FGB meeting. Governors also agreed on agenda items for the next meeting of the Teaching & Learning Committee (see below).</p> <p>ACTIONS 9.1 Clerk to add to next FGB agenda: Discuss School Improvement Plan and agree focus for each priority 9.2 Clerk to add to next T&L agenda: More Able pupils, progress of girls, how to publicise school priorities for parents</p>



Item	Discussion and Decisions
10.	Matters brought forward by the Chair There were none.
11.	Dates of future meetings The next meeting of this committee will be on 1 March 2016 at 4.00pm. Governor visits: RB, AW and SR agreed to visit the school on 30 November focussing on the school's systems that were highlighted today about shared writing. ACTION 11.1 AH to arrange visits with staff on 30.11.16 and inform governors of times

Signed Stenhalley (Chair of Committee)

Date...11/3/16.....

(Summary of actions overleaf)



Summary of actions

- 2.1 **Clerk** to add samples of children's work to future agenda
- 2.2 **AW** to remind DC to start a Governors Visits file for the school office, outlining all the meetings with staff that governors attend, as well as events and classroom visits etc

- 4.1 **Clerk** to add Policy Review Schedule to next agenda

- 5.1 **Clerk** to add staff appraisal to the next FGB agenda

- 6.1 **FK** to amend wording on Shared Writing section of handout to: 'The classrooms are immersed...'

- 7.1 **Clerk** to add the full SPA report to the FGB agenda for 23.11.16

- 8.1 **AH/FK** to investigate why girls such an issue and **clerk** to add to next agenda
- 8.2 **AH** to set up RAISE logins for governors

- 9.1 **Clerk** to add to next FGB agenda: Discuss School Improvement Plan and agree focus for each priority
- 9.2 **Clerk** to add to next T&L agenda: More Able pupils, progress of girls, how to publicise school priorities for parents

- 11.1 **AH** to arrange visits with staff on 30.11.16 and inform governors of times