Minutes of a Meeting of the Local Governing Body of The Mottingham Primary School held at the School on Tuesday 20 September 2016 at 5.00 p.m.

NON-CONFIDENTIAL

PRESENT

Ruth Abel (Head of School)
Marion Drake (Executive Head)
Rev Margaret Jackson
Sue Kennedy
Lynn McGlynn
Paul Murphy
Paul Murphy (CEO, E21C Trust)
Nick Vincent (Chair, E21C Trust)

OBSERVER

Bijal Pandya (Deputy Head of School)

Nick Vincent chaired the meeting

1. WELCOME

Mr Vincent welcomed everyone to the first meeting of Mottingham Primary School Local Governing Body.

2. APOLOGIES

Apologies for absence were received from Anna Hindocha.

RESOLVED: that the above absence be consented to only.

3. DECLARATION OF INTERESTS

There were no declarations at the meeting.

4. APPOINTMENT OF CHAIR AND VICE CHAIR 2016/17

Members deferred consideration of the appointment of Chair and Vice Chair to the next meeting and referred the matter to the Trust.

5. MINUTES OF 4 JULY 2016

The minutes of the joint meeting with Scotts Park Primary School held on 4 July 2016 was received.
Discussion.

RESOLVED: that the minutes of the 4 July 2016 be signed as a true record.

6. **GOVERNANCE STATEMENT**

The Governance Statement which applied to the E21C Trust and the schools which were part of the Trust was circulated to governors.

**ACTION:** Members would be asked to sign that they had received a copy of the statement.

**RECEIVED.**

7. **HEAD OF SCHOOL’S REPORT**

Ms Abel, who was welcomed back from maternity leave, presented her report to the LGB and drew attention to the following matters:

**Pupil Outcomes 2016**

The pupil outcomes report presented a detailed overview and analysis of implications and measures taken since the beginning of term.

**Key Stage 2**

The KS2 results for 2016 were disappointing and below national average with a combined Reading, Writing and maths (RWM) score of 39.2%. The national average was 53%. The government’s floor target was 65%.

*Ms Abel asked if the school was above the DfE floor standard?*

Ms Abel reported that to be above floor target a school needed to meet either the expected threshold or all of the progress scores – the school was above floor target in that it met the expected threshold for all of the progress scores.

The results were the first set under a new scaled score system and the first time that the new (national) curriculum which was introduced in 2015 has been assessed. Direct comparison with previous years’ attainment was not possible.

The 2015/16 cohort was made up 53 pupils, two of whom have been disapplied which would raise the percentages below by around 1.5%

- **Reading:** % achieving expected standard (AES) and above- 55%; % achieving greater depth 9%.
- **Writing:** % AES 70%; and % achieving greater depth 17%.
- **Maths:** % AES 42%; and % achieving greater depth 4%.
- **Grammar, Punctuation and Spelling:** % AES 45%; % achieving greater depth 27%.

The testing regime was new more rigorous with a different examination structure with a methodology out of the pupils’ experience.
A governor asked how the school felt about the results.
Ms Abel reported that clearly as said above these were disappointing results that the school would need to address for 2017 notwithstanding that the particular Year 6 group 2016 were a challenging cohort. Action has already been started and strategies put in place and would be reported to future meetings.

Key Stage 1

Phonics screening (Year 1)

School 76% (national 2015 77%)

A review of the provision for teaching phonics was underway.

SATS Year 2

The combined RWM score was 48%

Pupils in Year 2 were less affected by the changes to the curriculum as they had spent their school life to date following the new curriculum.

  Reading % Achieving Expected Standard – 70.8%

  Writing 54.2%

  Maths 68.8%

The Early Years Foundation stage learning goals for 2016 show an overall fall compared to previous years. There were contributory factors such as difficulties in teacher recruitment and retention, behavioural difficulties within the cohort and no senior leader specialist.

A governor asked for Ms Abel to report back at the next LGB meeting which areas of EYFS would be focussed on following a review.

ACTION: members to be kept informed of the progress made at the assessment windows during the year.

NOR

416 pupils – 50 in reception

Attendance

2015/16 95.04% (target 96%)

Exclusions

Two fixed term for Year 1 pupils

Staffing
Five new teachers including deputy head, assistant head SENCo and assistant head early years.

A revised staffing structure chart in view of the staffing changes was circulated to members.

Class Names

This year the classes have been named after professions.

INSET

Several staff activities including an afternoon session on behaviour with a focus on collective responsibility and higher expectations.

Pupil Premium Grant

For 2016/17 the school would receive £248,160 in PPG. Allocation on the basis of number of pupils receiving free school meals at any time in the last six years – Ever 6. Paul Murphy, Assistant Head was responsible for monitoring the impact of this funding and “closing the gap”

A governor asked for a breakdown on how the PPG was spent in school last year and its impact.
ACTION: Mr Murphy to report on how the money was being spent and its impact.

Minimum Expected Standards (MES)

The standards were to be audited in September and October.

ACTION: Outcome of the audits to be reported to members.

Strategic Development Plan for Primaries

ACTION: Members asked for a copy to be circulated to them.

Confidential Items

Members noted the confidential items reported.

Members thanked Ms Abel for a very open and full report.

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8. BUILDINGS AND FINANCE

Works to provide two useful meeting rooms should be completed by the end of September.

The Trust had set the budget for the financial year beginning 1 September. There was scope for Trust’s schools to bid for extra money for specific development projects during 2016/17.
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9. SAFEGUARDING

Sue Kennedy was appointed the LGB member safeguarding link.

Currently there were 16 pupils of whom there were some concerns; eight registered as Child in Need (CIN), three registered Child Protection (CP) and no Looked after Children (LAC)

Staff have received safeguarding updates and training including Safer Recruitment. Concerns were discussed at least weekly by Ruth Abel, Elaine Dorey and Karen Moorey (designated safeguarding lead) while more urgent matters were addressed as they arose.

Paul Murphy was the named lead for e-safety.

A governor asked Mr Murphy if he was satisfied with the teaching of on-line safety delivered to pupils.

Mr Murphy reported he was and listed examples of activities, including assemblies, workshops and parent meetings with the impact being that pupils reported feeling safe using the internet and knew what to do if they didn’t feel safe.

Keeping Children Safe in Education

The revised statutory guidance (September 2016) on ‘Keeping children safe in education’ was circulated to governors who were specifically asked to read Part One and Two pages 5 to 21 as it applies to governing bodies.

ACTION: Governors will be asked to confirm that they have read these sections at the next meeting.

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10. CHALLENGE POINTS/ACTION

- Keeping children safe in education: Governors will ask to confirm that they have read the appropriate sections at the next meeting.
- Governance Statement: Governors to sign that they received a copy of the statement.
- Update on latest assessment window and strategies to raise attainment
- Update on MES audits.
- PPG report to a future meeting.
- Copy of Strategic Development Plan to be circulated.

11. MEMBERSHIP MATTERS

There were two vacancies for parent members and one vacancy for a LA representative.

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12. **DATES OF FUTURE MEETINGS**

- Tuesday 29 November 2016 at 6.00 p.m.
- Tuesday 7 February 2017 at 6.00 p.m.
- Tuesday 28 March 2017 at 6.00 p.m.
- Tuesday 23 May 2017 at 6.00 p.m.
- Tuesday 11 July 2017 at 5.30 p.m. (followed by Year 6 performance)

There was no further business conducted at the meeting.