Minutes of a Meeting of the Local Governing Body of The Mottingham Primary School held at the School on Tuesday 29 November 2016 at 6.00 p.m.

NON-CONFIDENTIAL

PRESENT

Ruth Abel (Head of School)
Michelle Beddoe
Marion Drake (Executive Head)
Tina Futcher-Smith (Chair)
Anna Hindocha
Lynn McGlynn
Tracey Moir
Paul Murphy

OBSERVER

Karen Moorey (Deputy Head, E21C Primaries)
Bijal Pandya (Deputy Head, School)

1. WELCOME

Tina Futcher-Smith, Chair, Michelle Beddoe and Tracey Moir, Parent Governors were welcomed to their first meeting.

2. APOLOGIES

Apologies for absence were received from Rev Margaret Jackson who said that she was retiring from St Edward’s Church and would also be standing down from the LGB at the end of March next year.

Governors thanked her for her many years of support to Mottingham as a governor and wished her the very best in her retirement

Sue Kennedy was also absent.

3. DECLARATION OF INTERESTS

There were no declarations at the meeting.

The annual return would be completed at the next meeting.

4. MINUTES OF 20 SEPTEMBER 2016

The minutes of the meeting held on 20 September 2016 was received.

Discussion.
RESOLVED: that the minutes of the 20 September 2016 be signed as a true record.

5. **CHALLENGE/ACTION POINTS**

- `Keeping children safe in education` (DfE 2016): Governors will be asked at next meeting to confirm that they have read the appropriate sections. School to provide a printed copy for those who do not have one.

- `Governance Statement` (E21C, 2016): Governors to sign that they have received a copy of the statement at next meeting. School to provide a printed copy for those who do not have one.

- Update on latest assessment window and strategies to raise attainment (included in Head of School Report)

- Update on MES audits. (included in Head of School Report)

- Pupil Premium Grant report to a future meeting. (included as separate report to this meeting)

- Copy of Strategic Development Plan to be circulated.(circulated with agenda)

RECEIVED.

6. **HEAD OF SCHOOL’S REPORT**

Ms Abel presented her detailed report to the LGB and highlighted the following matters:

**Key Stage SATs follow up to main implications from 2016 results**

As governors were aware the KS2 results for 2016 were disappointing and below national averages with four out of ten pupils leaving the school to move to secondary school with lower than expected standards in attainment.

A range of actions have been taken to address these disappointing results. Additional teaching staff in Year 6, maths reasoning workshops, catch up numeracy interventions and small group work. Similar action was being taken for English with reading workshops, in-service training, use of quality texts, grammar review and implications feedback to teachers. In addition school will be starting IMPACT parental workshops in Maths across all age groups in the Spring Term.

Clearly a huge focus has been targeted to raising attainment in Year 6. Current predictions were a combined (RWM) of 59% to 68% significantly up on 2016 of 39.2%. Though to maintain momentum would require a continued sustained effort from staff. Context was all important with FFT (Fischer Family Trust) prediction given the current year 6 prior attainment, gender and terms of birth was that if Mottingham was in the top 50% of schools only 42% of current cohort predicted to reach the expected standard in RWM.

_A governor asked which bids the school had been successful in applying for from the Trust_
Ms Abel reported that funding secured from the Trust Targeted Development Fund was as follows: “Reaching the Higher Standard in Reading” (£17,708) and maintaining the intervention programme of Reading Recovery with Year 1 pupils (£18,642). Funding also obtained for Maths development (£12,060).

The KS1 main findings from the latest assessment window were 76% achieving the expected standard in Phonics; and, in Year 2 – 70.8% in reading, 54.2% in writing and 68.8% in maths.

The implications were:

- Ensure moderation in place so data was rigorous
- Ensure writing and phonics learning and teaching was developed
- Ensure opportunities for Year 2 staff work with Year 1 and 3 so that any gaps were quickly targeted
-Look at provision to ensure heightened attainment for boys

Following a governors’ question from the last meeting, Ms Abel reported that in the Early Years Foundation Stage (EYFS) review the main implications were as follows:

- Improve communication and language data
- Increased personal, social and emotional development data
- Maintaining and building upon reading, writing and number data
- Accurate assessment

While at the same time supporting Years 3, 4 and 5.

A parent governor made the point that the curriculum and methodology appeared to be changing constantly which was a challenge to parents supporting their children. There was so much focus on data and statistics. In these circumstances what could parents do to help their children?

In response Ms Abel said that the curriculum had changed significantly over the last 20 years but it was hoped that with the introduction of the recent new curriculum which was much more demanding change would settle down for at least few years. The school shared the curriculum content with parents on a half termly basis and there were parent workshops which explained what was happening.

Mr Murphy reminded the meeting that there was a homework club on a Monday lunch time for pupils which provided time for them to ask questions outside the classroom.

Parent governors could do much as they were in the playground speaking to parents.

Data, however was only one part of primary school life – developing the whole child was important too - everyone could be successful at their level.

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

NOR
402 pupils
50 in Reception class
53 in Year 1
Attendance

2015/16 95.04% compared to 95.3% in 2014/15
Ms Abel noted that there had lately been a rash of flu like symptoms and sickness which had reduced attendance. There was also the issue that when children left the school they had to be kept on roll until their attendance at another school was confirmed which could take a little time which meant they showed up as absent.

Exclusions

Two permanent exclusions for persistent aggressive misbehaviour and disobedience and two fixed term exclusions. There were also seven instances of pupils working in isolation in school for short periods because of their behaviour.

Racist Incident

There was one racist incident to report where action was taken supported by the pupil’s mother.

Safeguarding

Analysis noted – there was an electronic system to monitor incidents.

A governor asked if and how the electronic system had improved safeguarding.
Mrs Moorey reported that the electronic system showed a chronology of events which helped built the picture of a child. It also ensured reports between the school and agencies such as Social Care, could share information confidentially.

Mr Murphy was the named lead for e-safety and had updated the school’s acceptable use policy.

Staffing

The current staffing situation as set out was noted.

Learning and Teaching

Appraisal lesson observations were completed for all full time and part time teachers with class responsibilities. Observations yet to be undertaken of teaching assistants and two PPA time in class teachers.

Assessment window 2 due 6 December 2016.

MES (Minimum Expected Standards) Audit Summary

The MES audit summary was set out in the report and the strands were:
The audit identified the areas for development

Mr Murphy presented his report to governors including the spending of funding and its impact as requested at the last meeting. Questions were deferred to the next meeting to give governors time to reflect on the information.

Confidential Items
Members noted the confidential staffing items which were reported for information only.

Members thanked Ms Abel for her detailed report.

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7. BUILDINGS AND FINANCE

Work to provide two meeting rooms had been completed.

CIF Bids have been made for finance to improve the boys and girls toilets for Years 3, 4 and 5 as well as upgrading the emergency lighting in the school.

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8. SAFEGUARDING

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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9. CHALLENGE POINTS/ACTION

- Keeping children safe in education: Governors will be asked 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
• PPG report - any questions from report

10. MEMBERSHIP MATTERS

Noted the appointment of two parent governors – Michelle Beddoe and Tracey Moir from 1 November 2016 and Tina Futcher-Smith as co-opted governor and chair from 1 November 2016.

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11. DATES OF FUTURE MEETINGS

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

CHAIR DATE