

OVERSTONE PRIMARY SCHOOL

Minutes of the THE FULL GOVERNING BODY Wednesday 5 February 2020 at 6.30 pm

Present: Kathryn Hamilton (Chair), Janice Mardell (Head), Andy Halliwell, Dee Dawson, Ellen Higgs, Stephanie Welsford, Veronica Trotter, Pat Thompson and Nick Barber.

In attendance: Kathryn Berrill (Clerk)

| Min No. | Subject | Action |
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| 1. | PRESENTATION: GREATER DEPTH WRITING | |
| 1.1 | The Presentation was made by the Literacy Lead, Sarah Adams (SA) | |
| 1.2 | The school has identified what a Greater Depth (GD) writer looks like in KS1 and KS2. SA explained about extended writing opportunities. Talk for Writing is successful but, because of its approach, it sometimes results in formulaic writing. The extended writing helps with free writing. There is an 'extended free writing week' once a term, which links in with the curriculum. | |
| 1.3 | Training with staff took place in November on writing across the curriculum. This has led to significant opportunities for writing occurring within other areas in the curriculum. It is essential that GD writers are secure in writing in all text types and across all subjects. | |
| 1.4 | SA explained how moderators decide how to judge at GD and the challenges of achieving this. Ellen Higgs (EH) had to leave the meeting briefly and she left at 6.45 pm | |
| 1.5 | The next steps are to look across the school to see what texts are being read to ensure there is a wide range of genres and styles. | |
| 1.6 | For GD children, there are more opportunities in writing, the children know their targets and there is a clear success criteria. It is imperative that they are not 'waiting for others'. | |
| 1.7 | The school are making sure that teachers have the subject knowledge to teach GD writers. They can use Write Away, an on-line tool, to identify GD writers. | |
| 1.8 | <i>Is there a danger that the higher level of teaching might be problematic for the lower ability?</i> Lessons are differentiated to ensure all abilities are catered for. Lower abilities are still absorbing the higher aspirations. Talk for Writing is accessible for all children to work at their own level. | |
| 1.9 | <i>With Talk for Writing and GD has that pushed out things that were not done before?</i> The school has, in effect, always been teaching in this way. EH returned to the meeting at 7.00 pm. | |
| 1.10 | <i>Have you done cluster or external moderation?</i> Cluster moderation will be taking place in the Spring. The moderation in October was in-house. Government templates were used to moderate and these were good examples. | |

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| 1.11 | How do you tip pupils into GD? They must get to expected and be completely secure. The teacher will look at the forms of writing they are undertaking and identify what different areas they need to be secure in. Teachers give them more opportunity to write in different genres and in different subjects. | |
| 1.12 | Thanks were given to Sarah for her presentation and she left the meeting at 7.10 pm | |
| 2. | ABSENCE AND APOLOGIES | |
| 2.1 | Apologies received and accepted from Bridette Ledgerwood and Sue Collins | |
| 3. | PECUNIARY INTERESTS AND DECLARATIONS OF INTEREST | |
| 3.1 | No declarations of interest and no changes to pecuniary interests. | |
| 4. | MINUTES OF PREVIOUS MEETING | |
| 4.1 | The minutes were agreed as an accurate record and signed by the Chair. | |
| 5. | MATTERS ARISING | |
| 5.1 | All items are being dealt with are in the main business of the meeting. | |
| 6. | HEADTEACHER'S REPORT (including Pupil Premium and Sports Grant) | |
| 6.1 | The Headteacher's Report had previously been distributed. | |
| 6.2 | Governors asked about pupils who left in December. JM explained about the process of a 'child missing in education'. Until a child is on roll at another school, they have to stay on the current roll. JM explained how the Absence Policy works in practice. | |
| 6.3 | Current attendance is 97.5%. | |
| 6.4 | Governors asked whether Parent Pay is proving to be successful? JM confirmed that it is. Governors asked whether it was labour intensive for the office staff? On the contrary, it is a more efficient system. | |
| 7. | SAFEGUARDING | |
| 7.1 | Safeguarding training was discussed at TLS. | |
| 7.2 | JM has undertaken serious case review training. | |
| 7.3 | Kathryn Hamilton (KH) has requested information from CIRV about gang culture and county lines. | |
| 7.4 | Years 5 and 6 will be attending a safety event in Northampton. | |
| 8. | SCHOOL IMPROVEMENT PLAN | |
| 8.1 | Governor asked about the resilience characters. Are there any stories which go with each character? Teachers run learning behaviours in different ways, dependent on the needs of the year group. There are stories in PSHE assemblies but not relating to the specific characters. | |

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| 8.2 | Governors asked that with Priority 3 leadership and management, has Dee Dawson (DD) observed lessons? Yes, these are taking place. | |
| 8.3 | Governors asked why are book scrutinies marked amber? Not everyone has looked at the impact of the units of work or carried out book scrutinies with all their subjects. | |
| 8.4 | Governors asked for an update on assessment and tracking systems? JM is working on this. She has yet to find a method of effectively assessing the foundation subjects. Geography, DT and PE are the focus subjects this term up until Easter. Three more subjects will have a deep focus in the Summer and Autumn term. | |
| 9. | GOVERNOR IMPROVEMENT PLAN | |
| 9.1 | EH has updated the GIP and uploaded it to Governor Hub. The following areas are marked amber or red: | |
| 9.2 | Item 1.1 Maths: Veronica Trotter (VT) will meet with DD to look at the maths book scrutiny. | VT |
| 9.3 | Item 1.2 English: Updated to include exceeded writers. | |
| 9.4 | Item 1.3 Science: report completed and sent to TLS. | |
| 9.5 | Item 1.11 computing and on-line safety: Nick Barber (NB) will be meeting the IT Lead on 4 March. | NB |
| 9.6 | Item 2.1 Coaching: Postponed until Peter Grindrod had visited. Visits will now take place after half term. | |
| 9.7 | Item 4.1 Governors' Newsletter: On the TLS agenda at every meeting. | |
| 9.8 | Item 4.2 Governor presence at school events: Governors made arrangements to attend the upcoming Parents' Evenings. | |
| 9.9 | Item 4.3 Governor biographies: Not all have completed and Stephanie Welsford (SW) asked that if anybody wanted their bio or picture updated to send the details to her. | Govs |
| 9.10 | Website: It was noted that Governors' annual statement is out of date. The Clerk advised that Governors no longer need to produce an annual statement. SW to ask the office staff to remove it. | SW |
| 10. | SUCCESSION PLANNING | |
| 10.1 | A draft policy had previously been distributed and was discussed. The Policy is to be adjusted to reflect the process in the school. Governors are asked to let KH know of any changes and it will be presented at the next FGB. Clerk to agenda. | Clerk |
| 10.2 | KH is attending a developing governance course for Chairs training in March. If anybody is considering becoming a Chair in the future, they are invited to attend the event. | |
| 10.3 | The meeting had an open discussion on succession planning and everyone listened to views with respect and courtesy. | |
| 11. | POLICIES AND DOCUMENTS | |
| 11.1 | Single equality & accessibility policy. This was dealt with by the TLS committee and it was | |

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| 11.2 | recommended for ratification. The policy was ratified by the Governors. Governor expenses: No changes and it was recommended for ratification. The policy was ratified by the Governors. | Clerk |
| 11.3 | SFVS: the document has been expanded and it was completed and checked by the Resources committee. It was signed by the Chair. | |
| 11.4 | The Governing body annual performance check has not been reviewed. Clerk to add to the agenda for the next meeting. | |
| 12. | <p>COMMITTEES</p> <p>Resources:</p> <p>12.1 The minutes have been uploaded to Governor Hub.</p> <p>12.2 SW advised that the indicative carry forward is not as high as in previous years. This is as a result of several personnel and staffing issues which have caused the school to spend more money than anticipated.</p> <p>12.3 The costs to hire the hall have been increased with the exception of badminton.</p> <p>12.4 JM explained the staffing situation. There needs to be a Maternity cover and JM explained the cover arrangements to ensure consistency for the children. There is insurance to cover some part of the maternity pay. From September will you be taking on another member of staff? In September Year 2 will be 17 pupils so there will not be a need to recruit a further teacher. What happens if children move to the area? JM will speak to the LA at that point.</p> <p>12.5 Provisional numbers for next year: 27 first choice applications, 31 second and 20 third choice. PAN is 30. The Pupil growth fund will be paid until the current Year 2 are in Year 6.</p> <p>TLS meeting:</p> <p>12.6 The minutes have been uploaded to Governor Hub. Nothing further to report and there were no questions.</p> | |
| 13. | <p>GOVERNOR VISITS, TRAINING COURSES, FUTURE TRAINING PLANS</p> <p><u>Governor Visits:</u></p> <p>Pat Thompson</p> <ul style="list-style-type: none"> • Attend school every Friday morning from 9.30 to 12 to assist in Class2 until 10.30 and then class 4. • 13 December: accompanied Class 1 to Rockingham Castle • 23 January: Meeting with EYFS Lead. <p>Sue Collins</p> <ul style="list-style-type: none"> • Reading with Class 3 every Tuesday morning. • 21 January: Meeting with Literacy Lead to discuss extended writing/greater depth pupils <p>Ellen Higgs</p> <ul style="list-style-type: none"> • 17 December: accompanied KS1 to panto. • 8 January: meeting with Mrs Roberts regarding Geography. | |

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| | <p>Andrew Halliwell</p> <ul style="list-style-type: none"> • 15 January: Premises inspection • Reading with Class 4 every Tuesday afternoon. <p>Kathryn Hamilton</p> <ul style="list-style-type: none"> • 20 December: Carol Concert • 31 January: Meeting with Miss Cox regarding RE | |
| 14. | CORRESPONDENCE | |
| 14.1 | Several emails have been received from members of the public regarding parking/obstructions. The Police are now involved. | |
| 15. | ANY OTHER BUSINESS | |
| 15.1 | The clerk explained that the constitution of the governing body has been changed to reflect the various term of office lengths agreed last summer. The updated copy will be uploaded to the school website. | |
| 15.2 | KH thanked Governors for their contribution towards the Christmas raffle. The raffle raised over £600 and all the Christmas activities raised £1500. | |
| 16. | DATE OF THE NEXT MEETING | |
| 16.1 | The date of the next meeting is Wednesday 29 April 2020 and will start at 6.30 pm. | |

There being no further business the meeting closed at 8.25 pm.

Signed: *Kathryn Hamilton* (Chair)

Date: 29 April 2020