



**Priory Fields School**  
**Local Governing Body Meeting**  
**Thursday 31<sup>st</sup> January 2019**

Executive Headteacher: Mrs Anne Siggins

Head of School: Mrs Helen Seeley

**Minutes of the Local Governing Body Meeting**

**held at the school on Thursday 31<sup>st</sup> January 2019 at 5pm**

**Governors Present:** Anne Siggins, Helen Seeley, Alison Mackintosh, Carol Rayfield, Henry Coates (from 17:25), Stuart Duggan, Tina Robinson, Vicky Smith, Malcolm Bowler.

**Others Present:** Michelle Noden (ABM)

**Clerk:** Vicky Tween

1	<p><u>Welcome, introductions, apologies</u>          Everyone was welcomed to the meeting.</p> <p>Apologies from Henry Coates that he would be late were accepted.</p>
2	<p><u>Declaration of Business and Pecuniary Interests</u>          There were no changes to Business Interests and no Business or Pecuniary interests were declared in conjunction with this meeting.</p>
3	<p><u>Minutes of last meeting (22<sup>nd</sup> November 2018):</u>          Minutes were agreed and signed by the chair. Publication agreed.          Safer recruitment training has been organised for 7<sup>th</sup> March at 16:30. This will be held at Priory Fields School and is open to governors, particularly governors that may be involved with recruitment in the future. Chair confirmed attendance.</p> <p><u>Action Points from previous meeting:</u>  <b>Governors to email any queries regarding the Roles and Responsibilities document to the Clerk or EXHT and EXHT to update Roles and Responsibilities document to reflect that the LGB appoint the Chair:</b> No queries had been raised. Chair asked if the document had been updated to reflect the fact that the LGB elects their chair. Clerk confirmed it had.</p> <p><b>Governors to look at the area of the website they have been given and complete a report for next meeting/ email comments to clerk:</b> The overall feedback was that the website is easy to use, bright and inviting. The uniform page is very useful and governors like that it gives the option to buy elsewhere, not just from the school; the curriculum was easy to see, governors liked that the format was the same for each year group, making it easy for parents/carers with children in more than one year.</p>

	<p>A few suggestions were made to improve the clarity and ease of use of the website:</p> <ul style="list-style-type: none"> <li>• The clubs leaflet is on the 'information' tab, rather than the 'clubs' tab, making it difficult to find. HoS confirmed this will be updated.</li> <li>• Some acronyms were used: CL and PSED without an explanation to what they mean. HoS explained that they were 'Communication and Literacy' and 'Personal, Social and Emotional Development' respectively and the website would be updated to include the explanations.</li> <li>• It was noted that there could be something for the local community explaining what is happening to the old building site and explain the ethos of the academy as it appears that different stories are being shared amongst the community.</li> </ul> <p>EXHT explained that she is looking into new academy websites and will keep governors updated with progress.</p> <p><b>Clerk to circulate HC's Pupil Voice report:</b> This was circulated after the previous meeting.</p> <p><b>CR and SD to attend Learning Walk 15/01/19:</b> Due to work commitments these governors were unable to attend. However, Malcolm Bowler attended in their place (report filed with minutes). MB looked at the new Reading Champions Scheme. The scheme is encouraging children who are lacking in enthusiasm for reading to find books they enjoy and read them in a way that is engaging- either individually or as a group. The scheme is well established in Year 5 and MB commented that the two TAs were very enthusiastic with lots of ideas and this enthusiasm had clearly rubbed off on the children he spoke to. He commented that it hadn't yet taken off as well in other year groups and questioned what the school was doing to support that. HoS responded that there have been CPD sessions run by the Assistant Headteacher and feedback was being shared at TA meetings each week. Staff governor commented that the CPD and idea sharing between TAs had been very valuable.</p> <p><b>AM to attend Academy Moderation 23/01/19:</b> This was postponed and will now be a RAiD moderation on the 6<sup>th</sup> February; which will not be necessary for the governors to attend.</p> <p><b>Governors to attend Safeguarding Training 04/12/18:</b> Two governors attended this training.</p> <p><b>Governors to identify any training (Governor Magazine) and book via the clerk:</b> There were no requests but this will be an ongoing action. Clerk distributed the recent copy of The Governor Magazine.</p>
4	<p><b>Election or resignation from the LGB Governors/ Clerk</b></p> <p>Clerk to governors is switching to TA role from Monday 4<sup>th</sup> February and so is resigning from post (letter filed with minutes). Previous P.A. to the Exec Headteacher will be reemployed. This change was agreed and resignation was accepted.</p> <p>Who will clerk for each LGB and the Trust Board is still to be confirmed.</p>
5	<p><b>SIP Review and Milestones (copy filed with minutes)</b></p> <p><b>Attendance Milestone: High absence and persistent absence was noted.</b></p> <p>Chair asked if the absence was due to the time of year and whether it was illnesses or holidays. HoS responded that both were having an impact.</p> <p><b>Attainment Milestone: Seasonal Milestone for Year 4 attainment not met.</b></p> <p>A governor questioned why the Year 4 milestone had not been met and what the school was doing to redress this. HoS responded that due to staff shortages the current Year 4 have been affected by not</p>

	<p>having a full time teacher in one of the classes; with the SENCO and a HLTA stepping in. Now a TLR has been appointed, a teacher who worked at Priory Fields previously, and they are making quick progress; unpicking what the issues are and getting suitable interventions in place. HoS continued that a recent Progress Meeting was held and it is clear the teacher is having some success. There will be termly monitoring to ensure progress is made. Governors requested a Term 3 update for Year 4.</p> <p><b>EYFS Milestones:</b> A governor questioned the EYFS pupils not meeting target for number of pupils on track to meet GLD. HoS replied that due to the EYFS lead being on maternity she is unsure how close to meeting target they are. HoS will ask the Assistant Headteacher to look into this and report back to governors for the next meeting.</p> <p><b>Season two Actions:</b> EXHT commented that going forward the work with the Kent MAT Alliance will be added into Leadership and Management as this has taken on some momentum and is working well with the NQTs. She stated that although this is an academy action it directly affects all three schools.</p>
6	<p><b>Pupil Premium Review- tabled (Copy filed with minutes)</b></p> <p>Chair requested that in future documents be sent ahead, even if after the main pack of documents has gone out, to ensure governors have time to read over and form questions/statements.</p> <p>HoS explained that this was mostly a continuation of last year's review and reflects the school's position compared to the same time last year. HoS stated that there are fewer children working out of year group and behaviour support has been effective as the school is a calm, well ordered environment with appropriate techniques for dealing with children who need support.</p> <p>HoS commented that Acquisition of Vocabulary programme will need to be monitored going forwards to ensure momentum is maintained, as the main lead for this has now moved to Vale View.</p> <p>Greater Depth children continue to be closely monitored and tracked; making sure teachers are keeping a focus on target children. Chair asked if amongst the children currently on track for GD there are any children who didn't make GD in KS1 that have made accelerated progress. HoS will provide an analysis of children targeted for GD for the next meeting, including disadvantaged.</p> <p>HoS commented that she is conscious of the Year 6 three class system being impacted by staffing issues and that the Senior Leaders are remaining vigilant to ensure children are receiving the support they need. Teachers are now running after school catch-up provisions for Y6 children; and lunch time sessions for children whose parents declined the after school support.</p> <p>Attendance is always a concern and SEASS are currently unable to support due to staffing issues. Priory Field's staff have stepped in to ensure momentum is not lost and that letters etc still go out when needed. Staff in the attendance team have also been flexible in covering staff sick leave; again to ensure the momentum of work being undertaken is not lost. SEASS will be supporting again from April.</p> <p>Lateness was unable to be tracked for Term 1 as the Inventory system was not up and running in the new school. However, it is now working, lateness is being tracked and followed up on..</p> <p>Governors noted the small proportion of Pupil Premium children accessing clubs. This is a continuing pattern. HoS commented that only a small amount of PP money goes towards clubs as it is mainly non PP</p>

	<p>parents who take advantage of the after school provisions.</p> <p>HoS stated that when looking at Teaching and Learning (T&amp;L) the previous focus has been on observations, which can give a skewed view of a teacher's ability, so the focus moved to books. However, from conversations with children it is clear that often things that have been covered in their books has been forgotten when questioned about it. Therefore the SLT are rethinking the monitoring system to ensure children have the right provisions and those expected to reach GD are able to achieve this.</p>
7	<p><b>Head of School Report (copy filed with minutes)</b></p> <p>Chair commented that the Academy School Council is a good idea and governors would like to be kept updated with any events taking place.</p> <p>Staff absence remains at acceptable levels and down from the same period last year. HoS confirmed that she had done a full review of Request for time off and Back to Work forms. This did not highlight any issues/patterns/areas of concern.</p>
8	<p><b>ISDR Workshop (copy of ISDR and worksheet filed with minutes)</b></p> <p>HoS explained that the new framework of the report has changed; it now only has statements without the positive/negative connotations, focuses on the 'bigger picture' and not so heavily on data. Also, that EYFS has been removed from the report.</p> <p>Governors went through the ISDR (Inspection Data Summary Report) as a workshop and came back with some questions/ possible lines of enquiry for future monitoring.</p> <p>Main headlines from the report:</p> <ul style="list-style-type: none"> <li>• The high number of different ethnic groups and EAL pupils in the school is highlighted, as is the large proportion of disadvantaged and SEND pupils.</li> <li>• In Year 6 Reading, Writing and Maths attainment and progress of the middle ability prior attainment group is higher than for other groups (high and low ability prior attainment)</li> <li>• Scaled scores for Reading are below national</li> <li>• KS1 attainment in Reading, Writing and Maths is above national; although fewer pupils than nationally are attaining GD</li> <li>• Distribution of marks in Year 1 phonics is below national and the average mark for those not meeting the standard was only 9 (16 pupils; pass mark 32).</li> </ul> <p>Questions raised:</p> <ul style="list-style-type: none"> <li>• What is the school doing to ensure children who did not meet the pass mark for phonics to ensure they quickly catch up?</li> <li>• Is the teaching of phonics in EYFS and KS1 Effective?</li> <li>• What is the school doing to ensure the strong progress and attainment of the middle prior attainment group is replicated for other pupil groups?</li> <li>• What is the school doing to improve the percentage of pupils achieving GD at KS2?</li> </ul>
9	<p><b>Feedback from Monitoring Terms 1 and 2</b></p> <p>Learning Walk Report from MB filed with minutes. This was discussed previously in the meeting.</p>
10	<p><b>Monitoring in Terms 3 and 4</b></p> <p>Monitoring was agreed to follow up upon key questions raised in the ISDR workshop:</p> <ul style="list-style-type: none"> <li>• Quality of the Provision of Phonics in EYFS and KS1- CR. HoS to email suggested dates.</li> <li>• Attainment and Progress of children working to achieve Greater Depth in Y6 - AM, MB, HC to be</li> </ul>

	<p>emailed dates in Term 4. Y6 Greater Depth children will present to governors. This will allow governors to establish the depth of children’s knowledge and understanding of the curriculum covered, levels of engagement and enthusiasm as well as the children’s skill and confidence in presenting what they know.</p>
11	<p><b>Governor Training</b> As previously stated: Safer Recruitment Training will take place in March. Governors wishing to attend should promptly contact Clerk, HoS or EXHT to gain a place.</p> <p>EXHT and Vice Chair recently attended a Governor Briefing on Brexit. There will be more information at the next meeting.</p> <p>EXHT stated that there is currently a consultation regarding the new Ofsted Framework , which will be looking more at the curriculum and less at data. Once this has been agreed EXHT will run some training on the new Framework. This is likely to be in Term 6 ready for Term 1.</p>
12	<p><b>Date of Next Meeting</b> The next meeting will be held on 21<sup>st</sup> March, at which these minutes will be agreed and published.</p>
13	<p><b>AOB</b> In Term 5 the Trust Board will be hosting a joint meeting for members of the Trust and LGBs from each of the Academy schools. This will be an opportunity to review the vision and values of the individual schools and the Trust as a whole and to develop ideas for the next phase of school and MAT improvement. Potential dates will be circulated by HoS/EXHT.</p>
14	<p><b>Confidentiality of Proceedings</b> There are no confidential minutes attached to this meeting</p>
15	<p><b>Publication of Minutes:</b> These minutes will be published at the next meeting.</p>

<u>Action Points</u>	
<ul style="list-style-type: none"> <li>➤ <b>Governors to contact Clerk, HoS or EXHT if they would like to attend the Safer Recruitment Training in March</b></li> <li>➤ <b>Clubs leaflet to be added to Clubs tab on the website</b></li> <li>➤ <b>Acronyms on website to include explanation</b></li> <li>➤ <b>Governors to be updated regarding the progress of Year 4 with Term 3 data.</b></li> <li>➤ <b>HoS to look into EYFS data for next meeting</b></li> <li>➤ <b>HoS to provide a breakdown of children on track/targeted for GD (including disadvantaged) and their progress from KS1</b></li> <li>➤ <b>Kent MAT Alliance work to be added to SIP</b></li> <li>➤ <b>Governors to be updated with any events hosted by the Academy School Council</b></li> <li>➤ <b>HoS to email dates for monitoring to governors involved (CR- phonics, AM, MB, HC- Greater Depth at Y6)</b></li> <li>➤ <b>HoS/EXHT to circulate potential dates for Trust and LGB ‘get together’.</b></li> </ul>	

Minutes taken by Clerk, Vicky Tween

Signed by Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Alison Mackintosh