

**GOVERNING BODY OF THE FEDERATION OF ST. NICHOLAS C OF E MIDDLE  
SCHOOL, PINVIN, AND PINVIN C OF E FIRST SCHOOL**

**Minutes of a FGB meeting held 17<sup>th</sup> March 2015 at 6:30pm**

**Present:**

Kevern Oliver	KO GB Chair	Warren Bennett	WB PFS HoS
Judy Dale	JD	A Best	AB EHT
Sue Townley	ST	Nick Watkins	NW
David Manning	DM	Phil Norbury	PN
Jean Ounsted	JO GB Vice Chair	James Montgomery	JM
Richard Elliott	RE	Debs Schindler	DS
Jenna Greenfield	JG Visitor	Jim Kehoe	JK Associate
Sara Marklew	SM Clerk to Governors	Karen Broughton	KB

**Governor questions indicated in bold**

<b>1</b>	<b>Welcome</b>	<b>Action</b>
	<i><b>Opening prayer: JD</b></i>	
<b>a</b>	<ul style="list-style-type: none"> <li>KO welcomed newcomers all bringing valued skills. He explained procedures during the meeting for their benefit</li> </ul>	
<b>2</b>	<b>Apologies</b>	
<b>a</b>	<ul style="list-style-type: none"> <li>DB SR and ET absent with approval</li> </ul>	
<b>3</b>	<b>Declaration of interests</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>JO - husband a Governor at Fladbury CE First School.</li> <li>ST - neighbour audits school fund account.</li> <li>WB - partner is Head of a cluster school.</li> <li>DM - employee of Wychavon District Council</li> </ul>	
<b>4</b>	<b>Membership and roles</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>KB appointed PFS Parent Governor from 16.3.15</li> <li>Governors co-opted JG as Governor representing PFS staff from 28.3.15 to replace ET who resigns on 27.3.15</li> <li>Governors co-opted SR and DS</li> <li>Introductions were made</li> </ul>	
	<i><b>KB arrived at 6:40pm.</b></i>	
<b>b</b>	<ul style="list-style-type: none"> <li>Governors to complete GB self-evaluation questionnaire for return to KO before Easter to highlight priorities for developing effectiveness</li> </ul>	<b>ALL</b>
<b>5</b>	<b>Minutes of last meeting</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>Minutes of 10.2.15 approved</li> </ul>	
	<i><b>Refer to action log for matters arising update</b></i>	
<b>6</b>	<b>EHT update</b>	<b>Action</b>

Signature of Chair..... Date.....

<b>a</b>	<ul style="list-style-type: none"> <li>• KO stressed requirement for confidentiality</li> <li>• GB has a corporate liability</li> </ul>	
<b>b</b>	<p><b>LA review 12.3.15</b></p> <ul style="list-style-type: none"> <li>• T&amp;L to review full report</li> <li>• 3 LA inspectors and 2 teaching and learning advisors carried out unannounced observations and learning journey interviews with staff, KO, pupils and leaders</li> <li>• Outcome good but not yet secure; review was very positive</li> <li>• Letter conveying outcome sent to parents</li> <li>• School continues to embed training and development actions with individual staff</li> <li>• LA saw approach to assessment without levels (AWOL) and strategic plan for pupil premium 2015-16 as strengths and evidence of forward thinking supported by clear rationale</li> <li>• LA believes data collection process is robust</li> <li>• Pupil conferencing seen as a strength</li> <li>• Of 18 observations, 22% were outstanding, 61% good, 11% required improvement and one lesson was inadequate</li> <li>• <b>NW – Is this representative of self-assessed results?</b> AB pleased to note results were in line with January self assessments. He supports judgements made by LA.</li> <li>• NW felt that governors could now have more faith in self assessed standards as the LA had, in effect, validated processes in school</li> <li>• KO commented that the value of internal processes has also been enhanced in the eyes of staff</li> <li>• KO stated that the huge improvement made by the school on the start of the autumn term was noted by visitors</li> <li>• <b>PN asked if AB was present during observations.</b> He was for some but neither AB nor JK attended the RI lesson</li> <li>• <b>PN – Was the RI lesson from a teacher receiving coaching?</b> AB confirmed this but noted that strategies for improvement of practice were seeing success</li> <li>• AB noted pupil voice correlates with the data profile</li> <li>• LA saw a SLT that was empowered by the EHT to make strategic decisions and teachers using a personalised approach to learning</li> <li>• School now in a cycle of review and refinement to deliver improvements</li> <li>• Practitioner review by AB now differentiated according to need</li> <li>• Where subject knowledge is outstanding pupil and lesson outcomes are better</li> <li>• Y5 teaching judged as more secure with all but one lesson with good outcomes and good pupil engagement was seen</li> <li>• Use of learning resources was less of an issue in this review but AB is still monitoring use at the point of learning</li> <li>• Marking was seen as a strength particularly in golden books with English and maths marking especially strong but consistency must be improved</li> <li>• LA liked the concept of flip flaps use for pupil targets. Some use was excellent but consistency again was an issue</li> <li>• <b>PN – Are flip flaps targets applied to all subjects?</b> – JK explained</li> </ul>	

Signature of Chair..... Date.....

	<p>they are used in core subjects but could be developed across the curriculum once efficiency is achieved</p> <ul style="list-style-type: none"> <li>• AB noted a correlation between pupil books and the quality of marking with some next steps not sufficiently explicit. Some success criteria also need to be clearer so pupils know what outcomes should look like</li> <li>• Pitstops/plenaries could be used more effectively to give clarity</li> <li>• <b>DM asked if LA feedback matched school identified priorities in the SIP.</b> AB noted that SPaG was still a priority. There is evidence of greater application in maths and improvements in writing for an audience and purpose. Developing opportunities for practice will give more security.</li> <li>• DM felt that the SIP should be fluid and dynamic</li> <li>• <b>PN – Does the school have the capacity to address its RI staff needs?</b> 2 LA consultants are supporting practice development and exemplary practitioners across the federation can mentor</li> <li>• <b>PN- Could mentoring practice be developed across the pyramid?</b> AB felt this could happen with time.</li> <li>• <b>PN asked if press coverage should highlight improvements.</b> It was felt that this should be reserved for Ofsted success</li> </ul>	
<b>b</b>	<p><b>Data</b></p> <ul style="list-style-type: none"> <li>• Parents have received information on AWOL and AB presented at T&amp;L</li> <li>• Feeder schools have adopted progression pathway language, assessment is more robust and opportunities for standardisation and moderation are being seized</li> <li>• <b>JM – Are staff keen to embrace the new criteria?</b> AB replied yes</li> <li>• <b>NW felt this must be easier in SNMSP than PFS.</b> AB confirmed this <b>NW asked if this indicated variability in the ability to assess.</b> AB explained that the Rivers Academy is supporting standardisation in Y4</li> <li>• <b>JM – is the cluster keen to embrace standardisation?</b> Yes</li> <li>• SPaG is not a strength of the federation and AB felt that there were lessons to be learnt from stronger cluster first schools</li> <li>• AB explained the difference in the way that pupils learn which is apparent from data and books; with levels learning is very linear, and without English learning begins rapidly and then slows as there are fewer strands and more opportunities early on to apply learning. Maths learning is more cyclical and application builds over time giving slow progress initially and then rapid with time. The net result is an ellipse shape with mastery in maths higher at the end of the year and mastery in writing lower.</li> <li>• NW noted that if the curve is wrong then the school could be making incorrect assumptions</li> <li>• AB highlighted key data messages by year group as per the data and PowerPoint presentation in the meeting pack</li> <li>• Y4 has experienced a lot of disruption to learning which may explain RI attainment and progress. There is an action plan in place</li> <li>• Some variances in SNMSP pupil subject outcomes parallel staffing</li> <li>• <b>NW asked about the impact on SNMSP of different standards across the first schools –</b> AB reported useful conversations with first schools on transition with more emphasis on looking at books throughout the year. All will use INCAS assessment data and standardisation meetings are in place. AB hopes to capitalise on</li> </ul>	

Signature of Chair..... Date.....

	<p>various strengths in different feeder schools</p> <ul style="list-style-type: none"> <li>• <b>PN stressed the importance of continuity</b> – AB believes relationships are strengthening but there is a historical lack of trust</li> <li>• In Y3-7 AB is identifying able but coasting pupils and unpicking their learning experience to ensure they are sufficiently challenged</li> <li>• New curriculum content means that Y7 pupils have been playing ‘catch up’ to some extent. When the current Y6 has completed SATs teachers will look at the Y7 curriculum content and address gaps so that pupils are Y7 ready. Over time gaps will reduce as the curriculum embeds</li> <li>• <b>JO – why is progress for Y3 86% below expected?</b> – WB explained that teacher assessment is cautious due to change of staff. Pupils are expected to progress more rapidly towards the end of the year as per the AWOL elipse.</li> </ul>	
<b>7</b>	<b>Pershore High School consultation</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• Closer collaboration across the pyramid is crucial but there is a need for post debate consolidation and rebuilding of relationships</li> <li>• KO felt that the PHS consultation had brought about a willingness to work more closely within the cluster and to stretch pupils</li> <li>• Clive Corbett recognises the instability wrought by the consultation process</li> <li>• Some parties question the long term viability of a 3 tier education system but there are no funds to support a reorganisation</li> <li>• Rob Phillips believes that academies are the way forward with small village schools becoming unviable, however this is contrary to the view of the Diocese</li> <li>• PHS governors have mixed feelings but will follow the corporate stand</li> <li>• There will be no change in PHS admission policy for 2017 or 2018 but there is still a will for eventual change</li> <li>• Clive Corbett is keen for the pyramid to collaborate on addressing Y7 transition issues but recognises there are issues in Y8/9.</li> <li>• Rob Phillips is looking to KO for help in establishing/managing meetings. KO suggested heads and chairs meet separately and that John Edwards should not chair. He is waiting for Rob Phillips to contact him but is expecting a meeting at the end of April</li> <li>• PN was still concerned to see PHS taking control. KO advised that PHS has stated that it doesn't want to drive change</li> </ul>	
<b>b</b>	<ul style="list-style-type: none"> <li>• AB has held a constructive meeting with middle heads, who are now engaging, and PHS</li> <li>• Commitment to work towards better outcomes and rebuild trust</li> <li>• Group to agree on the content of a joint letter to hold all parties to account</li> <li>• Meeting discussed: <ul style="list-style-type: none"> <li>- A more robust focus on assessing outcomes</li> <li>- Assessment of individual school strengths and weaknesses</li> <li>- An improved transition process</li> <li>- Y7 GCSE readiness test in the summer term in maths and English</li> <li>- Reviewing performance data in books</li> </ul> </li> </ul>	

Signature of Chair.....

Date.....

	<ul style="list-style-type: none"> <li>- Liaison between subject heads in core subjects</li> <li>- Future sharing of staff (SNMSP is weak at MFL so this could offer a good development opportunity)</li> <li>- Virtual school with strong interrelationships securing long term outcomes</li> </ul>	
<b>c</b>	<ul style="list-style-type: none"> <li>• <b>JM – How does SNMSP get feedback on outcomes for Y7 pupils which could highlight strengths and weaknesses?</b> AB would like a culture of collective sharing</li> <li>• AB noted potential for investment from PHS at first and middle level to address pupil premium differential</li> <li>• DM felt SNMSP should be able to challenge PHS if it implements the GCSE ready test and AB keen to know Y8/9 outcomes</li> <li>• Y7 Pupils completed midYIS tests in November but an end of Y7 test would give SNMSP a data closure point on which it could hold PHS to account</li> <li>• <b>DM noted that historically there was an adjustment of levels from Y4 into Y5 and asked if this happened at PHS and whether there were conversations between the two schools.</b> JK confirmed there are conversations around sets.</li> <li>• SNMSP currently provides PHS with midYIS data, FFT projection data from Y6, SATs results and teacher assessment data but some is not used. Some Y8 autumn term targets are below SNMSP achievement levels. Perception is that Y7 is a coasting year but JK feels Y8 is instead</li> <li>• JK keen for transition to be based on trust and consistency</li> </ul>	
<b>8</b>	<b>Report from School and Community Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• Committee has not met</li> <li>• No health and safety or safeguarding issues to report</li> </ul>	
<b>9</b>	<b>Report from Resources Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• Governors received a written summary report from the committee chair in the briefing pack</li> <li>• Next meeting will focus on year end review and budget setting</li> <li>• Committee members approved the committee minutes of 2.215</li> </ul>	
<b>10</b>	<b>Report from Teaching and Learning Committee</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• DM advised that committee reviewed in depth the data analysis and interpretation information in the meeting pack</li> <li>• Committee was pleased with the pupil premium action plan</li> </ul>	
<b>11</b>	<b>Christian distinctiveness</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>• Governors received a written summary report from JD in the briefing pack</li> <li>• KO noted that it was very apparent that the Christian character of SNMSP now has a higher profile</li> <li>• AB was pleased to see collective working across PFS and SNMSP</li> <li>• KO asked the CD sub group <i>'how would the school prove that children are learning about other faiths and religions in a small rural</i></li> </ul>	

Signature of Chair..... Date.....

	<i>environment'</i> by way of preparation for Ofsted <ul style="list-style-type: none"> <li>AB felt there was more to do to build pupil confidence with RE in response to the last Ofsted inspection</li> </ul>	
<b>12</b>	<b>Preparation for Ofsted</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>KO was interviewed during the LA review. Whilst impressed with the composition of the GB, progress made and well aware of the distraction of PHS's consultation, the LA raised some issues</li> </ul>	
<b>b</b>	<ul style="list-style-type: none"> <li>GB needs to communicate regularly with parents about Governors' activities. JM has been asked to develop a Governors newsletter</li> </ul>	<b>JM</b>
<b>c</b>	<ul style="list-style-type: none"> <li>LA suggested that there should be independent evidence to support AB's judgements and particularly suggested governors visit more to talk to pupils and staff and look at work</li> <li>Subsequent discussion highlighted reservations that some governors are not necessarily appropriately skilled and that visits are not a strategic function</li> <li>AB stated that external validation activity will continue but that looking around the schools, at books and lessons and talking to pupils and staff would validate discussions in GB meetings</li> <li>KO explained that visits are an integral part of Governors' roles as critical friends</li> <li>JO noted that past individual governor subject responsibilities at PFS allowed Governors to join moderation and feedback sessions to gain an understanding of standardisation and that a review of books can highlight pupil developments and steps for progression. Liaison with subject leaders can focus on new developments and strategies eg rapid reading</li> <li>SLA with diocese offers training support for RoL data</li> <li>To be discussed further at the next T&amp;L meeting</li> </ul>	
<b>d</b>	<ul style="list-style-type: none"> <li>KO is to compile an action plan for the GB indicating high level strategy in readiness for Ofsted</li> </ul>	<b>KO</b>
<b>e</b>	<ul style="list-style-type: none"> <li>LA challenged KO regarding the absence of a governor development plan. Skills audits have shown extensive existing ability which meets current needs but training will be pursued as and when needs arise</li> <li>Governors were asked to update training logs on the school website</li> </ul>	<b>RE NW DB</b>
<b>13</b>	<b>Policies</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>SNMSP SEN, PFS SEN, early years and freedom of information policies were approved along with the equality information and objectives statement, governor's written statement of behaviour principles and a federated accessibility plan</li> <li>Complaints policy approved subject to incorporation of additional step, complaint heard by GB chair, in the document</li> </ul>	
<b>14</b>	<b>Any other business</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>JG was appointed to T&amp;L and S&amp;C, DS to T&amp;L and as 4P champion, and SR to S&amp;C</li> <li>KB committee appointment to be confirmed</li> </ul>	

Signature of Chair..... Date.....

	<ul style="list-style-type: none"> <li>AB invited new Governors to visit the federation schools</li> </ul>	
<b>b</b>	<ul style="list-style-type: none"> <li>Governors wished to thank ET for her commitment and support. KO to write a letter of thanks.</li> </ul>	<b>KO</b>
	<b><i>ST, WB, JK and JG left the meeting at 8:45pm</i></b>	
	<b><i>Refer confidential item</i></b>	
<b>15</b>	<b>Next meeting</b>	<b>Action</b>
<b>a</b>	<ul style="list-style-type: none"> <li>FGB meets at 6:30pm on 12.5.15</li> </ul>	
	<b><i>The meeting closed at 8:55pm</i></b>	

Signature of Chair.....

Date.....

Signature of Chair..... Date.....



## FEDERATION FGB ACTION LOG POST MEETING 17.3.15

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
9/100914/10c	Review meeting assessment form	KO DM Clerk	14.10.14	Draft complete - presentation to governors? To be tested in committees Testing underway	75%	L
26/141014/14a	Committees to meet statutory policy responsibilities	DB RE NW	9.12.14	Under discussion Ongoing Sex ed and H&S outstanding	90%	H
29/091214/4b /100215/5a	Seek out candidate for Parent Gov co-option	PFS Gvs	asap	Parent governor nominations to be requested after half term. Underway KB appointed 16.3.15	100%	
33/091214/5b	Dedicated emergency phone line to be installed for outgoing calls only	AB/ST		Research in progress	30%	M
34/100215/2a	Consult with Laura Brown on Stepping Stones programme	AB		Ongoing Resources provided	100%	
35/100215/2d	Discuss GRT Governor with Laura Brown	AB		Potential candidate for appointment on 17.3.15 SR appointed 17.3.15	100%	
37/100215/5a	Contact Jo Colin re potential Parent Governor candidate	KO	asap	Parent governor appointed	100%	
38/100215/5c	Identify new staff governor for co-option	WB AB	asap	To be appointed on 17.3.15 JG appointment effective 28.3.15	100%	
39/100215/5f /170315/12e	Committee chairs to compile long term governor development plan	RE NW DB		No immediate requirement. Pursue training as and when needs arise		L
41/100215/5g	Read pages 1-31 of Governor Handbook	ALL		Reminder of importance	10%	M
42/100215/7c	Circulate dates of Pupil Council/Pupil Parliament meetings	ST WB		AB invited governors to attend Governor invitation issued to SNMSP	50%	M
43/100215/7c	Circulate Remix minutes	ST		Actioned	100%	

Signature of Chair..... Date.....

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
44/100215/7c	Pupil Parliament to talk to Governors	AB			0%	L
45/100215/8b	Collaborate with Rob Phillips (GB chair PHS) on setting up a Governors pyramid forum	KO		Ongoing	20%	H
52/100215/16a	Seek cluster agreement on TED days	AB				L
53/170315/4b	Complete GB self evaluation questionnaire	ALL	Easter			H
54/170315/12d	Compile GB action plan	KO				H
55/170315/14b	Write letter of thanks to ET	KO				H
56/170315/12b	Develop a governors' newsletter	JM				M

Signature of Chair..... Date.....