

**MINUTES OF THE MEETING OF THE
DOWNSSELL PRIMARY SCHOOL GOVERNING BODY
HELD ON MONDAY 17 JULY 2017
AT 5PM AT THE SCHOOL**

Present: Mr Martin Doré (Chair) Local Authority Governor

Head teacher (voting)

Mr Deena Chetty

Assistant Head teacher

Ms Claretta Jean

Parent Governor

Mr Robert Morini

Staff Governor

Mrs Karen Britton

Co-opted Governor

Mr David Leaker

Clerk to the Governors: Ella Coulson

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2	Mr Deena Chetty and Mr Martin Doré to produce a timetable to bring to the governing body in September.	Governors	September GB
5.6	Governors were asked to attend the school on Monday 4 September.	Governors	4 September
5.6	Link governor roles to be confirmed in September.	Governors	September GB
5.6	Safeguarding link governor needs to attend the school and look at the safeguarding.	Governor	ASAP
6.12	Mr Deena Chetty will finish the first draft of the action plan and email it to governors for challenge and ask question based on the report. The report needs to be a document that governors agree to push forward.	Governors	ASAP
7.24	Mr Deena Cheety to share the outline of responsibilities in the school for safeguarding for governors.	Governor	ASAP
7.25	Risk assessment to be sent to governors.	Governor	ASAP
7.28	Mr Martin Doré will write to the Local Authority in order for Kier to change the	Governor	Ongoing

Chair's Initials:

	protocols about serious incidents.		
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1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 Mr Martin Doré introduced the new co-opted governor Mr David Leaker. He has a lot of experience in the education field from an external agency perspective. His skill and expertise will be of great benefit to the Governing Body. Mr David Leaker works for strictly education.
- 1.3 The Clerk confirmed that the meeting was quorate with 3 governors present.
- 1.4 Mr Martin Doré thanked Leonie Daly for her service at Downsell and presented her with a bouquet of flowers.

2. DECLARATIONS OF INTEREST

- 2.1 Mrs Karen Britton declared that she is in post as the treasurer of Downsell PTA.

3. GOVERNING BODY

- 3.1 Clerk to confirm Governing Body membership
 - 3.1.1 The clerk confirmed that there is currently 1 vacancy. No governors are due to come to their end of term this year.
- 3.2 To consider disqualification due to non-attendance
 - 3.2.1 The clerk advised that no governors were eligible for disqualification due to non-attendance.
 - 3.2.2 The clerk confirmed that DBS checks have been completed by all governors and details are held on file by Governor Services

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on 8 May 2017 and agreed these to be an accurate record of the meeting. Mr Martin Doré signed a copy of the minutes and these were retained by the school.

5. GOVERNING BODY SELF EVALUATION (2016/17)

- 5.1 Since the reconstituted Governing Body 15 months ago there has been significant progress. Mr Robert Morini and Mr David Leaker widen the skills. Mr Robert Morini and Mr Martin Doré met Susan Sutton who defined what the Governing Body needed to do.
- 5.2 The governors supported a restructure of the Senior Leadership Team and have established good relationships with staff.
ACTION: Mr Deena Chetty and Mr Martin Doré to produce a timetable to bring to the governing body in September.
- 5.3 Downsell is 95% compliant; the sports premium needs to be updated on the website.
- 5.4 Mrs Karen Britton attended the link governor training which she stated was extremely good and would recommend all governors to attend. The training suggested that all governors visit their connection in the school preferably every half a term and carry out a review and ask the personal questions.
- 5.5 The governing body need to look at what essential skills are required and unpick the strengths. Need to think about what is the strategic plan for the school longer term.
- 5.6 The school will be asking staff and governors to contribute to the Downsell Philosophy.
ACTION: Governors were asked to attend the school on Monday 4 September.

Chair's Initials:

ACTION: Link governor roles to be confirmed in September.

ACTION: Safeguarding link governor needs to attend the school and look at the safeguarding.

6. THE SCHOOLS REVIEW

6.1 The Herts For Learning team came to Downsell and spoke to senior leaders, head teacher, children, staff and parents and looked at the data and books. They spoke to people in groups and carried out 1:1 interviews.

6.2 There areas they identified were already areas where the school knew they could do better. Systems and plans are now in place.

6.3 The proposal is in a year from now to have another review, the date after that the school will be open to Ofsted. Downsell should hit outstanding in every area.

6.4 The teaching and learning came out as good. The lesson they saw was inadequate but the teacher will not be with the school in September.

6.5 They called the children exemplary, they would not give outstanding due to an incident where a child did not have the form signed to take his asthma pump.

6.6 The data looked good. The teacher assessments came out strong.

6.7 The pupil tracker is new and the expectation going forward will be for teachers to analyse the pupil tracker and be prepared for pupil progress meetings.

6.8 Q: Is it easy for staff to input data on the pupil tracker?

A: They input already, it is the checking progress for different pupils where they need to be taught. This ties in with the restructure and the year group leaders every fortnight will sit with teams and upload onto the tracker. Assistant heads can log in and have an overview in their phases. The school need to ensure everyone has the training. The system is very user friendly.

6.9 Mr Deena Chetty is confident about the pupil tracker. In Year 1 there are 3 teachers, one will step up and support the other teacher. Focus is on the progress and the pupil tracker is an essential tool.

6.10 Mr Martin Doré had a conversation with the Herts for Learning inspector. They really engaged with the school and have a good understanding of what is going on. They identified lots of strengths in the school and saw huge potential in the middle leaders.

6.11 Q: If middle leaders are engaged with governors then it helps them to develop?

A: Yes. 3 of the middle leaders are key stage 1 moderators for the Local Authority. Ms Maria Regan has been accredited as a specialist leader in education and can support practitioners.

6.12 The Governing Body congratulated Ms Maria Regan.

ACTION: Mr Deena Chetty will finish the first draft of the action plan and email it to governors for challenge and ask question based on the report. The report needs to be a document that governors agree to push forward.

6.13 Q: There was nothing surprising that came out of the review?

A: Nothing took the school by surprise. It is about knowing the progress of the children. The SEN did subside. Downsell will potentially have 16 children who will need 1:1 come September. Another child has been asked to come to Downsell who has autism.

6.14 Q: Does Mrs Janice Hawkins need administrative support?

A: Yes she does. She spent a week doing all of the reports. The SEN side of things are very strategic. The restructure was down to the SEND and medical side. The high proportion of 1:1 has created the added dilemma. Mrs Janice Hawkins focuses more strategically on the needs of the children and what needs to happen. Her action plan will be on those who need support in class and this will tie in with the tracking. The data has to say the assessment for learning has been identified and this is what the needs are.

6.15 The Summer spectacular was brilliant and the school received positive feedback from parents.

7. HEADTEACHERS REPORT

7.1 The Early Years have kept in trend over time. They take the core areas add them together and get the difference. Over 3 years there has been an upward trajectory.

7.2 In order to get outstanding in reading the school need to evidence 3 years upward projector.

7.3 In reading, writing and maths there has been 3 years for early year's upward projector.

7.4 From September, Ms Maria Regan will be an assistant head and she will attend the Governing Body Meetings from September onwards.

7.5 The assistant head in early years is the drive behind the results. There are no concerns in early years.

7.6 Q: What are the inconsistencies that are stated in the report?

A: The middle Teaching Assistant left at Easter and the school had to recruit. There was a job share taking place.

7.7 The nursery came out strong in the review and in the inspection. There is a lot of good practice happening at the school.

7.8 Q: What are early years?

A: Nursery and reception.

7.9 In phonics 91% of the children passed in Year. Those who do not pass have to reset in Year 2. Only 2 passed in phonics in Year 2 as a reset. A high proportion has a high level of learning needs.

7.10 There have been a lot of changes this year; the staffing restructure took the phonics to the reading leader. The teachers and year group leaders will be the drive for phonics.

7.11 Reading is a challenge; 19 things have been proposed to improve reading.

- 7.12 In KS1 the children needed 100% to be at expected. Downsell achieved higher than last year.
- 7.13 For greater depths (GDS) come September, a teacher who is not class based will focus on children who are GDS. The teacher will be picking up the more able children and ensure the planning is appropriate for those children. Downsell want to make certain that the more able provision is focused on in the school. The teacher will develop links with secondary schools and the children will access a lesson a month that is taught in a secondary school.
- 7.14 Writing was identified previously and came out strong across the school. The school have 4 moderators for the borough employed by Downsell who have been tasked to raise the standards. They have reviewed the writing, feedback and marking policy.
- 7.15 The school went to Whitehall primary because they have appointed a member of staff from there to be a moderator for the government. They were interested to see how they raised the standards, looked at good practice and adopted some of their ideas.
- 7.16 On the inset day the teacher will be sharing with staff the expectations for writing across the curriculum so it is consistent. The year group leaders will then embed. Across the curriculum writing has improved significantly and the presentation within books. The outcome of children's work is really good and having the moderators in place from early September will be the drivers behind it.
- 7.17 Every time a moderator goes out to work for another school, the school gets paid for it.
- 7.18 Reading scored 81% which is an area of concern. Reading will form part of the action plan in September.
- 7.19 KS2 combined scored 59%, the national is 61%. 3 papers have been submitted for remarking which will take Downsell to 61% which will be equal to national.
- 7.20 Maths scored above national at 81%, Writing scored above national at 80%, Reading scored below national (71%) at 59%, GPS scored above national at 80%.
- 7.21 Downsell needs to start reading lower down the school so the children can develop their vocabulary at an earlier stage. The school is changing how they do guided reading from spring year 1 onwards. Every class will do carousel guided reading for half an hour. The children will read for pleasure, the school wants the children to have the thirst and want to read.
- 7.22 Every single child will take home a book every day and the parent will record in the reading record. At the end of the week a member of support staff will initial and record and put a sticker in the book. If they gain 5 stickers they get a treat. The school want to get the children to have the love and want them to read. They are looking for prominent authors to come in from September.
- 7.23 Q: Can the school invest in the library?
A: It does not cost to keep the library tidy; the school are ensuring that the books in class are current first before they target the library. It will cost £15,000 to restock and make changes to the library. The priority is to stock the classrooms.
- 7.24 Mr Deena Chetty shared the safeguarding audit. The school scored 96%. The Safeguarding at Downsell primary will become even stronger. More individuals are communicating and the systems and protocols are in place.

ACTION: Mr Deena Cheety to share the outline of responsibilities in the school for safeguarding for governors.

7.25 Mr Martin Doré thanked Mr Deena Chetty and all of the staff for their hard work this year.

ACTION: Risk assessment to be sent to governors.

7.26 There was an incident a month ago where a metal beam fell from a Year 1 class and put the whole front of the building out of use. The school had to rethink how to exit the building. Mrs Karen Britton met with the team and tried an alternative exit which resulted in a number of safety issues. Kier have made the outside safe and one fire drill has happened and used the new fire escape. The exit time was 2 minutes and 32 seconds on the 13 July for 620 children. On the 20 June it was 2 minutes 34 seconds.

7.27 Q: What happened to the metal structure?

A: There are beams running all the way across the outside of the Year 1 class. They are really heavy and are on the ground level and the top floor. One of them had fallen out on the far end. The school called Kier and was impressed that Kier immediately sent down staff that came in and made the area safe. That evening there were cherry pickers on site and they blocked off the entire area. They met with Mr Deena Chetty and Ms Marina Kaloki to talk about scaffolding from now until the end of summer. The school did not want scaffolding during school time. Kier blocked everything off and came back after the risk assessment and the school raised concerns. They reinstalled the emergency gates. They made certain that the beams are safe and none of them will fall. It could have caused serious injury or worse. Kier got in touch and went through the procedures to check for safety.

7.28 The Governing Body was not notified directly of a serious incident. Because the school is a PFI building and is managed by Kier building services, they do not have any duty to report to the Governing Body. Mr Martin Doré got in touch with Kier and had a meeting with them in order to raise his concerns. Kier feel they have followed the correct protocols.

ACTION: Mr Martin Doré will write to the Local Authority in order for Kier to change the protocols about serious incidents.

8. THE LEARNING PARTNERSHIP

8.1 Schools are all deemed to be members of the learning partnership by default. It is a borough wide approach of collaboration with schools.

9. APPROVE SCHOOL TERM AND HOLIDAY DATES AND INSET DAYS

9.1 Downsell follows the Local Authority schedule. The school decide their own inset days. 1 September, 4 September, 24 November, 25 May, 20 July are inset days.

9.2 The governors can attend the school on inset days to talk to staff. The school is hoping to have more twilight sessions in the summer term.

10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10.1 Date of next meeting

10.1.1 11 September

10.2 Agenda items:

Summer Term 2017

School Improvement Plan
Governors Self-Assessment
Downsell Philosophy
Priorities for Reading
Safeguarding Audit

The meeting closed at 19:30PM.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
