

Saltford C of E Primary School
Academy Governance Committee Meeting:
31st January 2023, 6.00 – 8.00 pm
Saltford School

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 31st January 2023
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Elizabeth Spincer (ES), Kathryn Hamlen (KH) Vice Chair), Dan Carter (DC), Ian Freemantle (IF), Paul Cummings (PC), Emma King (EK), Sumayyah Malna (SM), Nathan Styles (NS), Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	Dani Taylor (DT), Richard Rowland (RR)
DATE OF NEXT MEETING	Tuesday 21st March 2023

Executive Summary:

		Action
1.	Welcome and Apologies – Quorum	Chair
	<p>PC welcomed all AGC members to the meeting. Apologies were received ahead of meeting from RR and DT.</p> <p>IF opened the meeting with a prayer.</p>	
2.	Governance and admin (includes mandatory items to be discussed as advised by central office)	Chair
	<ul style="list-style-type: none"> • Governor Declarations • Governor visits <p>The AGC discussed governor visits that had taken place and were reminded to complete the relevant forms for sharing with DS in first instance and then clerk for uploading to the GVO.</p> <p>Governors were reminded to set up link governor visits with school subject leads.</p> <p>Governors were reminded of an upcoming SEND training session on 13th March, as advertised in leadership bulletin and asked to book onto the session.</p> <p>Action: Governors to share outstanding governor visit forms with clerk for uploading to GVO</p>	

3.	Minutes of previous meeting and actions arising				Chair
		Action	By Whom	Meeting Date	Due Date
	1	Ihasco training courses for governors to be checked – completed, awaiting results from SPA	Clerk	22/11/22	asap
	2	DS to revisit possibility of Tiddlers holding crèche for younger children during parent’s evenings. See below	DS	22/11/22	Completed
	3	Dedicated agenda item on school positives and strengths at next AGC meeting. Agenda item 7	Clerk	22/11/22	31/01/23
	4	Writing strategy to be discussed at next AGC meeting – Agenda item 5	NS	22/11/22	31/01/23
	<p>DS spoke to Tiddlers who are unable to help. School ran crèche for parents evening with TAs being paid overtime. This will be offered again.</p> <p>Approached Up and Over sports for childcare support during inset day. This was fully booked and hopeful to continue for future inset days.</p> <p>Governors agreed that the minutes of the previous meeting were a true representation of discussions.</p>				
4.	Chair of Governors verbal report including Chairs’ Forum				Chair
	<p>The AGC were informed that the recent Chairs Forum centred mostly around the merger update with details shared when minutes are available. Unfortunately the Chair was unable to attend.</p> <p>Following a recent New Chairs training it was shared that Academy Governance Committees (AGCs) will become Local Governance Committees (LGCs) post merger. Information on the GVOs capabilities was also share with governors informed of the wealth of information being stored on there.</p> <p>Governors were reminded of the training and development opportunities availbe from both the GVO and NGA website with details on how to log in shared in leadership bulletin.</p>				
5.	Headteacher’s report including: <ul style="list-style-type: none"> • Assessment update • Writing strategy 				DS
	<p>Headteachers report was shared as a paper ahead of the meeting.</p> <p>Governors were informed of this being a short but busy term with statutory assessments, camps, information evenings taking place and thanks was given to all staff for their involvement with these events, in addition to a lot of enrichment activities also taking place.</p> <p>Governors were informed of the 5 Bath Spa student placements coming to an end with thanks given to ES and mentors. Students are moving onto other trust schools for final placement with Salford receiving 2 students for their final placement.</p> <p>Assessment</p>				

Data headlines were shared. It was shared that data in Early Years is showing progress in most areas although still need to focus on fine motor skills which feeds into writing and numerical patterns. There is a core group which need to work on behaviour for learning.

Via the summary shared governors were updated that as children move up through the school there are fewer children not meeting expectations and more meeting greater depth, which shows that value is being added in children's learning. High outcomes in attainment are shown in reading and maths. Writing results are not as clear due to change in moderating style from best fit to complete fit approach.

Governors were informed that data tracking has been moved to Bromcom from Insight and it was noted that governors will be able to have similar access.

Governors were also informed that pupil progress meetings took place for non-statutory year groups in January which proved to be a really valuable day.

Thanks was given to ES for her continued hard work in bringing information to meetings.

Governors asked why writing is showing as down – comes back to how assessing with different criteria with school being more forensic when making judgements.

It was noted that the score was less at end of year 2 where start of year 3 say on track. This is highlighted for school to keep an eye on with Y3 teachers being more generous in their assessments as are ECTs.

The meeting moved to the ICT suite where NS shared a presentation of new writing scheme. This is to be shared with governors via the GVO following the meeting.

The following points were highlighted:

- Been working with Claire Risdale (CR) on this
- All texts used is picture books, making it easier for child to catch up if lesson missed.
- Also use so children get diverse texts to experience other elements
- Focusing on what is needing to go in writing and build as go, make sure have good coverage and show children are engaged and creative.
- Children produce 2 long pieces of writing per term also short term pieces.
- Focussed and structured, as English leads strategy gives focus for monitoring, has been successful and challenging as asking teachers to look at new planning.
- Teachers now looking at planning for term 4. It is planned for CR to lead whole day session on planning.
- Looking at how children edit their work. During 3 lessons where do piece of work take 10 children to up-level work, to ensure get writing skills.
- A lot of work has been undertaken to ensure structure in place for all units which will be helpful for children and teachers.
- Really positive impact with lots of comments on good writing.

How quickly expect to see impact in data?

	<p>Would like immediate impact but think unrealistic to expect until year groups have built up over years as have had lots of work over time. With overview know coverage in place, and skills embedded.</p> <p>To achieve GD CR would say looking at exceptional writers where previously would have been for strong writers. School has support in place for Y6, however it has been indicated that moderation will be more strict this year.</p> <p>Governors were informed that Futura have commissioned CR to offer bespoke moderation training for all trust primaries. Y5 and Y6 GD training is due to take place next week.</p> <p>Carried out ranking exercise from y6 and 2, ranking children in who strongest to who needs most support enabling school to look at gaps and what can do to support.</p> <p>Y6 have had TA working 1:1 with children to see what could they do to improve, offering guidance and coaching as helps children edit their work. School have recently put this support into Y2 also.</p> <p>It was shared this is a positive move for writing at school, for engagement and will give confidence when come to SATs.</p> <p>Governors were informed of new spelling scheme being used which is phonetically based.</p> <p>Has the allotted time been extended for English? Same time allocation as fits into English lessons within timetable.</p> <p>Does this cover handwriting? Handwriting is taught and practiced with scheme that is followed by all teachers. It is an expected skill in many year groups with Y6 expected to have joined up, legible writing at speed.</p>	
6.	SEF & SIP update	DS
	<p>SIP document was shared as a paper for the meeting with governors informed of 4 key targets:</p> <ul style="list-style-type: none"> • Personal development which is building each term • Writing • Focus on independence and behaviour in classroom • Curriculum and leadership across school <p>SIP will be updated further at end of next term.</p> <p>Governors were informed the SEF, although not shared had been updated.</p>	
7.	Salford school positives and strengths	DS
	It was agreed to discuss further at future AGC meeting.	
8.	Curriculum Working Party	KH
	<p>A History and Geography document was shared with governors as felt would be useful to see, at a glance, what each subject looks like in school.</p> <p>Minutes of the curriculum WP were shared ahead of meeting. The meeting itself was mostly around information sharing.</p> <p>The following items were highlighted:</p>	

- Talked about SEND and EHCP with ongoing questions around this. Discussion around children looking for specialist places and difficult to achieve. Discussed pressures faced on classes in the meantime. EHCPs still increasing – looking at 21 by end of year which by definition will have an impact on others in class.

Has there been any backlash from parents of young children affected by behaviours seen? No children have been brilliant. No comments have been brought to school or PVG.

- Discussed low level behaviour and personal incentives.
 - Ukrainian families are needing to return to Ukraine to complete some paperwork. They will then return which will be stressful for the children and families.
- School has provided support for 30 children. School is waiting to hear if ongoing funding will be available. Governors were informed there will be no funding available from April 2023 meaning the children have a school place however additional funding will cease.

Has the need declined as children have learned language? – No, children have made great progress but do need support and is a high need.

Does lack of funding apply to someone newly arrived from Ukraine – would they get support? No government provided as a one off grant. And shared. School has provided software and books but this has been funded by budget. Children receive PP so will get support towards clubs and uniform.

- Reference to pupil progress meetings – SL put together new grid where children have achieved and where should be, this breaks down target setting. New to staff and unsure how to go forwards. Is about tracking NFER standardised scores against KS1 outcomes. RW challenged rationale behind. Awaiting further information from SL.
 - Accelerated reader implanted across school. Children responding well to quizzes and interactive elements of programme
 - RWI development day took place. This was a busy day for staff and readers but proved really valuable. People were appreciative of discussions on the day.
 - Futura curriculum reached to end of planned cycle. Potentially have all 6 terms planning. Definitely work to be done to progress. Thanks to KP picking up gaps where work not been shared. Curriculum used as a starting point and needs to be personalised to school.
 - Personal Development (PD) bid area – Joy Mounter (JM) visited school and led group of PD leads across trust to look at how present information on PD for foundation subjects. JM met some children and school councillors, felt answered qs well. Need to tighten up on assemblies offered. Mon and Friday assemblies are well planned but need to look at how themes come through in other assemblies. Tightening up on how present information so children and staff can articulate.
- It was shared that assemblies are planned for the whole year and staff have access to this. It was felt that simple changes could be made to improve this and is on DHT radar.

	<p>Resources WP met the previous evening with short turnaround for minutes.</p> <p>Governors were informed of the following discussion points:</p> <ul style="list-style-type: none"> • HT had been approached by prospective governor. Following recent resignations from co-opted governors AGC chair met with potential governor and it is felt they would be a good fit. The AGC were informed of skillset and it was felt they would be an asset to the AGC. AGC members voted unanimously to invite Ruth Moody to join the AGC as a co-opted governor with a view to attend March meetings. • A staffing update was shared. It is anticipated 1 new TAs will be needed to support EHCPs. New teacher has been recruited and is settling in well. Following a recent retirement in office staff an additional office assistant has been recruited. • Health and Safety update was given. A recent H&S visit took place which had a positive outcome. • A new project manager has been appointed to support ongoing swimming pool issues. • Sustainability action plan shared. Governors were encouraged by what school is already doing. Green team are involved and leading on this. It came from Futura Eco festival. For information the document produced is stored within Resources section on GVO. • Parent Voice Group meeting held. Next meeting not yet arranged. DS would like for governor to take up lead on this as there is a lot of potential in the group. It was suggested asking RM to pick up. • Staff wellbeing group met and had a productive meeting. Lots of new initiatives planned with termly staff social events suggested. September inset day to be devoted to wellbeing with staff being encouraged to visit the I can / I am bus which will be in attendance. 	
10.	Foundation Governors	DC
	<p>Governors were informed of the meeting being a one item agenda meeting – Beneficence in appointing new rector. Governors spent entirety of meeting working on this with draft document on GVO.</p> <p>It was shared that a word cloud will be produced for visual representation on what staff and pupils are wanting in the appointment of the new rector.</p> <p>It was shared that questions have been produced for school councillors to ask respective classes. Answers will be collated and shared with DC.</p> <p>It was questioned whether the school has any further role in recruitment of rector?</p> <p>There will be no school representation on the interview panel. HT has shared ideas and when candidates shortlisted will be able to lead assembly and choose task led with children on values, school will accommodate this.</p> <p>It was noted that IF will be supporting with the rector recruitment process.</p> <p>It was asked whether Two Rivers school has a rector?</p> <p>Yes they have minister in Hygge Park, which comes under Keynsham parish.</p> <p>Under AOB it was discussed that Preb Jan would like to attend Foundation WP as a 'one off'. Foundation governors approved her request.</p>	

	<p>EK term of office concludes in April and has shared her intention to step down as Foundation governor, however would like to continue in the role until the end of the academic year to continue with work started for SIAMS inspection. Discussions took place on the large gap this will leave and it was hoped that the new rector might fill vacancy in due course.</p> <p>The AGC discussed EK proposal and agreed it would be difficult to lose Foundation governor at this time and unanimously agreed with proposal.</p> <p>Action: Clerk to contact diocese for confirmation of proposal</p>	Clerk
11.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	Governors spoke about the next AGC meeting in March being RR's last meeting and discussed the option for a social evening and inviting BW also.	
12.	<p>AGC meeting dates for 2022/2023</p> <ul style="list-style-type: none"> • 21st March 2023 • 16th May 2023 • 11th July 2023 - Please note new date. 	

Action Record

	Action	By Whom	Meeting Date	Due Date
1	Governors to share outstanding governor visit forms with clerk for uploading to GVO	All as required	31.01.23	21.03.23
2	Clerk to contact diocese for confirmation of EK term of office extension	Clerk	31.01.23	ASAP
3				
4				

Signed

:

Date: