**Ditton Lodge Primary School Governing Body Meeting – Tuesday 21st July 2017, 6.30 p.m.**

(First mtg as Academy)

Present: Mr C Turner, Mrs K Horwood, Mr B Thatcher, Ms K Caley, Mr J Wood,

Mrs A Banks, Dr C Scarpini, Mrs L King, Dr C Marshall and Clerk, Mrs S Datson.

Visitors: Mrs M Moore, Ms B Poynter and Mr D Woodward

Apologies accepted: Mr S Coulthard

Not present: N/A

|  |
| --- |
| 1. Mr Turner welcomed everyone to the meeting including Becky Poynter from SWAT governor services and Darren Woodward, SWAT Director of Education (Primary). Mr Turner went on to thank Mrs Horwood, who is retiring at the end of this academic year, and professed some very complimentary comments about her.
 |
| 1. Declaration of Interests: None.
 |
| 1. Prior Claim Items: We have received the Supplemental Funding Agreement (between the Secretary of State for Education and Ditton Lodge) which will be published on the school’s website. A letter from Ofsted has also been received stating our new URN (unique reference number).
 |
| 1. Mr Turner received and signed the minutes of the last meeting.
2. Agreed Actions Update: Meeting between Mrs Head and member of the Standards committee regarding Sex and Relationships Education (SRE) to be arranged.
3. Matters arising – none.
 |
| 1. Governance within the Trust: Ms Poynter took questions from the meeting regarding numbers, structure and the strategic vision of the Trust. She explained the cloud based Governor Hub, a tool for help and administrative tasks within a GB. She reassured members that current structures in place around finance and recruitment will not change. Mr Woodward answered a question regarding the headteacher’s performance management review and confirmed that member of the GB can be involved in the process as previously.
2. The role of the SWAT governor: The Trust Board will recruit and appoint a governor to join our governing body in due course. Governor Conference to be held 14th October 2017. Details to follow.
 |
| 1. Raising Standards:
2. Heads Report including termly operational plan (TOP):

|  |
| --- |
| * ***Introductory comments:*** Thank you to Simon, Kathleen and Sheena – and all staff and governors. The continued success of Ditton Lodge reflects the skill, determination and total commitment of everyone to ensure that children get the best possible outcomes from their primary education.
* The school faces some significant challenges - and opportunities - in the months ahead.
* “Mrs Horwood’s contributions to Ditton Lodge are simply too numerous to list. In terms of school improvement, she has played a pivotal role in driving the school forward during the past three years. I have been privileged to work with her. I have learned so much about primary school leadership from her and I will miss her enormously and wish her, and her family, every possible happiness in the future.”
 |
| ***TOP1:*** * Analysis of key elements of the plan will be completed before the end of the summer term. This, alongside data analysis, will ensure that the school starts the Autumn Term with a strong evidence base and clearly-defined priorities.
* TOP will be RAG’d before end of summer term and sent out to governors; new TOP will be ready for early in Autumn Term.
 |
| ***TOP2:**** Monitoring visits by governors have usefully supplemented school’s ongoing monitoring and evaluation processes. This has included governor visits focusing on EYFS provision (Mr Turner with KH); and challenging more able children (Mrs Banks, Dr Scarpini with CM/KH). School greatly appreciates the rigour and challenge in these visits.
 |
| ***EYFS Profile:***  * % achieving GLD 80% - up from 2016. National was 69% in 2016, Cambs 70% so school is likely to be quite significantly above average.
* This cohort will present challenge throughout KS1 both in terms of sustaining this high level of attainment and supporting the small number of children whose progress in EYFS has not enabled them to reach GLD.
 |
| ***Year 1 Phonics Test:**** The drop back to 77% in 2017 will probably be broadly in line with national. Nonetheless, it is slightly disappointing and something that the English subject leader is analysing. There were several children within one or two marks of the pass mark threshold.
 |
| ***KS1 Assessments:**** Outcomes in 2017 are lower: this largely reflects the impact of a group of 5/6 children who proved very difficult to move on in their learning, reflecting social, emotional and behavioural as well as academic issues. The decline in GDS in both Reading and Writing is a realistic reflection of the children’s attainment in these areas: nonetheless, these outcomes will require further analysis, particularly when full comparative and progress data is available. It is noteworthy that GDS in Maths bucks the overall trend.
 |
| ***KS2 Tests and Assessments:******Reading:**** Year 6 children have taken on new responsibilities; Years 1-6 have elected School All key outcomes at EXS+ and GDS for both attainment and achievement (progress from KS1) will be ahead of national, and possibly significantly so given the cohort’s lower KS1 attainment profile. Higher attaining children appear to have done relatively less well. Boys outperformed girls in terms of attainment and significantly outperformed girls in terms of progress, reversing last year’s outcomes. (In all three subjects the improved performance of boys versus girls is due, in part, to the fact that there were only 10 boys in the cohort and several of these – including two who joined the school at the end of Y4 – made very rapid progress through KS2.)

***Writing:**** All outcomes at EXS+ and GDS for both attainment and achievement (progress from KS1) are ahead of national and possibly significantly so. Higher attaining children did, relatively, less well so targeting more able writers will be a significant priority throughout 2017-18. Boys did slightly less well in terms of attainment but marginally outperformed girls in terms of progress, again reversing last year’s outcomes.

***Maths:**** 2017 results are precisely the same as those in 2016 in terms of attainment, so progress will be very strong indeed. Higher attaining children appear to have done better in 2017 than they did in 2016 – a relief for their teacher. Boys were slightly ahead of girls in terms of attainment and significantly better in terms of progress.

***RWM:**** Outcomes are better than those of 2016. As a result, attainment at expected+ is significantly higher than national (88% against 61%). Outcomes at the higher standard will be in line with national.
* We are delighted that 22 out of 25 children leave Ditton Lodge with the Expected Standard in all three subjects. Given that at KS1 7 children in this cohort had at least two 2Cs (or lower) in these three subjects, this is an incredible achievement.
 |
| ***Key Factors of why we have done so well:**** Outstanding teaching and learning in Year 6. A constant emphasis on the whole child and promoting self-esteem and resilience. This is evident not just in the children’s results but also in their behaviour around the school, their sporting achievements and their recent performances in the KS2 production. Catherine Debenham and Ann Brophy respond so well to Melanie Moore’s leadership: they combine to create a truly formidable team. Strong teaching in Year 5 prepared this cohort well for many of the challenges of Year 6. Rigorous PPMs; Very careful deployment of TAs; Highly effective use of intervention programmes with properly-trained TAs; Targeting of individual needs in Maths through setting arrangements with MM and CM both teaching.
* All of these elements need to be maintained and further developed.
* In EYFS, Y1, Y2 and Y6, staff were as clear as they could be about what was expected through tests and assessments. This ensured that children were properly-prepared and able to do their best.
 |
| ***And finally:**** There are several changes, challenges and opportunities arising as a result of new staffing arrangements, academisation and our commitment to continue to improve. We need to maintain the outstanding ethos, continue to value and support our staff and recognise the impact of the changes that will take effect in September and We should all be really proud of our school, and excited about the next phase of our development journey!
 |

1. Suffolk Borders Teaching Alliance: As a result of terminating our association with Cambs based school-centered initial teacher training (SCITT), we will be joining the Suffolk Borders Teaching Alliance. Mrs Horwood has been liaising with SBT contact, Andy Samways.
2. Governor Development Plan:
* Governor job outline – A description of a governor’s role and person spec has been designed as part of the recruitment process;
* Governor recruitment flowchart –This will help inform governors of process when reviewing current membership and identifying/recruiting new appointments.
* Governance document – A framework. This document is designed as a guide for Ditton Lodge Governors particularly during their induction phase. Governors must use a variety of sources of evidence to validate information received from Ditton Lodge Primary School’s Senior Leadership Team.
* Governor newsletter – Agreed format. Update autumn term at next Standards committee.
 |
| 1. Resources to support learning
2. Policy reviews – Implement SWAT Policies – defer to committees for further discussion.
3. Governor Instrument, no changes. Awaiting further information from Becky Poynter ref. SWAT structure. 1 x Governor Vacancy.
4. Committee Reports: Standards 21 3 17 as per report including – TOP update ( monitoring, moderation, EYFS, purple mash). Standards 24 4 17 as per report including – TOP update (maths scrutiny, reading/righting, assessment); pupil premium; attendance and reducing teaching workload.
5. Other reports: EYFS report. Mr Turner visited the EYFS class on 21 03 2017 and together with Dr Marshall and Mrs Horwood used the school format for collaborative observations. The priority school target is to ensure reception pupils are assessed using proven methods which build towards effective transition into KS1.
6. Attendance, exclusions and holiday requests – as per report. Overall attendance for current period 1 4 17 to 30 6 17 term 96.35%
7. Recording and reporting of prejudice related incidents – one homophobic and one racist. Both incidents resolved.
8. Calendar for next academic year’s meetings - provisional dates will be uploaded onto school website as follows: Full GB – 3 10 17, 5 12 17, 6 2 18, 20 3 18, 1 5 18, 10 7 18; Resources – 14 11 17, 27 2 18, 17 4 18, 12 6 18; Standards – 3 10 17, 5 12 17, 20 3 18, 10 7 18; Pay review committee – 12 19 17.
 |
| 1. Action points and outcomes:
2. Congratulations to the children and staff for attainment and progress.
3. Great results thanks to teaching, hard work and dedication.
4. Well done to staff from the GB. ***Action***: Mr Turner to write to all staff on behalf of GB
5. Mrs Horwood will be sorely missed.
6. Joining SWAT – new challenges and opportunities.
7. New staffing changes in September.
 |

Mr Turner thanked everyone for attending and closed the meeting at 7.50 p.m.