**Ditton Lodge Primary School Governing Body Meeting – Thursday 7th December 2017, 6.00 p.m.**

Present: Dr S Scarpini, Mr C Turner, Ms K Caley, Mr S Coulthard,

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

Apologies accepted: Mr J Wood and Mrs M Moore.

Not present: N/A

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| 1. Dr Scarpini welcomed everyone to the meeting.
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| 1. Declaration of Interests: None.
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| 1. Prior Claim Items: None.
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| 1. Dr Scarpini received and signed the minutes of the last meeting.
2. Agreed Actions Update: SWAT Code of Conduct implemented – all governors have signed. Monitoring of SLT wellbeing to be implemented (defer to Standards committee).
3. Matters arising – none.
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| 1. Housekeeping from last meeting: Mrs King is now SEND, safeguarding, pupil premium and child protection governor. Mr Turner is health and safety governor and Mr Coulthard E-safety governor. New Chair of Standards is Mrs Banks. Standards and Resources committees to remain as separate committees but with all governing members standing on each committee. This will streamline meetings and reduce duplicating items in main meeting. Two Standards committee meetings will be held per term and 1 Resources committee prior to the FGB meeting which will reduce from 2 per term to 1 per term. Working parties will be formed as required. Changes will be reviewed at the end of the academic year. All meeting will have a start time of 5.00 p.m. unless stated otherwise. **Action: SD to review current dates.**
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| 1. Raising Standards:
2. Heads Report including termly operational plan (TOP):

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| * ***Introductory comments:***
* A busy Autumn Term – thank you to everyone for their support and encouragement! I’m sure that the Spring Term will be equally busy and enjoyable.
* New SLT is embedding.
* Mrs Moore has done an amazing job.
* New staff – SENDCo, Years 1 and 5 teachers, TAs and caretaker – all settling in.
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| ***School Priorities:*** * Ensure that high-attaining children are really challenged and supported;
* Develop effective working relationships with our new colleagues in SWAT – both across the Trust and particularly across the Newmarket schools;
* Continue to develop the wider curriculum;
* Develop our current assessment arrangements to line up with SWAT expectations;
* Continue to build effective partnerships with parents;
* Ensure that our new staff are well-supported as they develop into their new roles;
* Continue to develop key aspects of governance.
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| ***Data updates:*****ISDR KS2 Progress Trend Data**:* Reading is in the **top 20%** of schools nationally.
* Writing is in the **top 5%** of schools nationally.
* Mathematics is in the **top 9%** of schools nationally.
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| ***Termly Operational Plan:***  * This will be reviewed before the end of term and a new TOP will be written ready for the start of the Spring Term.
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| ***Maths Monitoring (1):*****The quality of teaching, learning and assessment is Good and moving towards Outstanding.** This is because:* All teachers demonstrate subject knowledge that is at least Good.
* Questioning is a strength throughout the school. As a result, children are consistently reflecting on their own, and others’, learning.
* Feedback on learning, both through verbal feedback and through marking, is very detailed and precise.
* The majority of pupils are appropriately fluent in their manipulation of numbers and knowledge of tables facts.
* There is often very good use of mathematical models and images to support pupils’ understanding of key concepts.
* TAs consistently provide very good support for learning.
* There is a generally consistent approach to the teaching of key concepts including key calculation strategies.
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| ***Maths Monitoring (2):*****Pupils’ personal development, behaviour and welfare are Good and moving towards Outstanding.** This is because:* Throughout the school, teachers have established calm and purposeful environments for learning. Expectations in terms of behaviour for learning are made explicit and are applied consistently.
* The great majority of children have a very positive attitude to mathematics. They want to succeed and see themselves as mathematicians.
* Children are enthusiastic about Mathematics and are confident learners.
* The majority of children develop very good learning habits. As a result, both independent and supported learning is used effectively.
* TAs provide effective behaviour management support to teaching staff.
* Written work is generally very well presented. Children respond well to detailed, subject-specific marking.
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| ***Maths Monitoring (3):******Key Recommendations:**** Throughout the school, all children but particularly lower-attaining children need access to resources to support learning. TAs should make explicit reference to the resources that are most relevant to the topic being taught and ensure that these resources are being properly used. This should link, in turn, to relevant out-of-class interventions where appropriate.
* In KS1, a number of children need further reinforcement of basic concepts relating to partitioning and the function of the placeholder when a tens number is partitioned.
* In one class, planning needs to be more detailed so that TAs can better support teaching and learning of key concepts.
* The school’s calculation policy should be updated to reflect issues identified, particularly in lower KS2, around the application of the policy in terms of the teaching of subtraction.
* For upper KS2, amend the calculation policy to include, in the context of subtraction, counting on to find the difference.
* As an aside, school will need to consider issues arising from implementation of PUMA tests both internally and alongside other SWAT schools (in due course).
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| ***Parent Questionnaires:***Further analysis needed but in summary:Nearly 70% return (146/210)All the following were 95% or higher in agreement:* My child is happy at this school
* My child feels safe at this school
* My child makes good progress at this school
* My child is well looked after at this school
* My child is taught well at this school
* This school makes sure its pupils are well behaved
* This school is well led and managed
* Would you recommend this school to another parent?

The four that were below 95%:* My child receives appropriate homework for their age
* This school deals effectively with bullying
* This school responds well to any concerns I raise
* I receive valuable information from the school about my child's progress
* All showed improvement on 2016 percentages
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| ***Trust Reviews:**** Safeguarding Audit – clean bill of health
* Teaching and Learning Audit – good outcomes
* Governance Audit – good outcomes
* SENDCo Audit – good outcomes
* School Review – outcomes are still being determined – DW, MM and CM will meet to discuss next week after DW has met with TC. We can share provisional judgements for the following:
* Outcomes for pupils: Outstanding
* Quality of teaching, learning and assessment: Good
* Personal development, behaviour and welfare: Outstanding
* Leadership and management: Good with outstanding features *(further development of leadership within teaching and support staff –* ***Action: KC to forward useful framework*** *used by the RAF to establish a leadership culture)*
* Overall Effectiveness: Good with outstanding features
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| ***Trust Updates:**** Some significant initiatives (NMM, Knowledge Organisers, Assessment approaches etc.) – the challenge is to line these initiatives up so that they complement the school’s existing priorities
* Process of “getting to know” the Trust central team continues
* Sheena has done (even by her own high standards) a quite extraordinary job in resolving some significant financial issues – CM and SD will report to the next Resources committee meeting but in summary the school is in a sound financial state moving forward
* We are looking forward to a whole-Trust PD Day on 4th January 2018
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1. Governor Development Plan and Governor Newsletter:
* GDP – Main focus for consideration is succession planning. **Action: Working party of CS, KC and AB to explore a proposal.** Governor training suggestion for spring term – Structured English work scrutiny, guidance for governors. **Action: Working party of CM, MM and AB.**
* Governor newsletter – to be updated for publication before the end of the autumn term. **Action: KC and CS to complete.**
1. Skills NGA audit using SWAT model – The audit concluded that our GB is competent and knowledgeable in most areas. **Action: CS to send out electronic copy of report.**
2. Safer Recruitment Training – no current governors are trained. Ms Caley and Dr Scarpini to access training. **Action: SD to research online facility.**
3. Parent Questionnaire feedback - as per item recorded in Head’s report.
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| 1. Resources to support learning
2. Policy reviews – Behaviour Policy, Anti-bullying Policy, Charging and remissions reviewed and recorded no change. Mobile Phone Policy pending (defer to Standards), H & S Policy pending (defer to Resources). **Action: Dr Scarpini to liaise with SD regarding cycle of policies.**
3. Governor Hub. Mrs Datson gave an overview of how to use the site. A new folder to collate relevant documents for pending meetings will be set up. After each meeting contents will be deleted ready for next meeting. Documents will also be stored in regular folders for future access.
4. Committee Reports: Standards as per report including Family Fischer Trust data, SWAT initiatives - No More Marking and Knowledge Organisers, Pupil Premium update, attendance and exclusions, governor responsibilities, SRE and policy reviews. Resources as per report including replacement of play equipment, Pay Policy, staff wellbeing and finance.
5. Other reports: SWAT Governor Conference as per report including Mike Parish, Chair of Trust Board taking about reduced finances, Mark Neild’s talk about the Ofsted experience and governor involvement in school leadership.
6. Attendance, exclusions (0) and holiday requests for the period 1st Sept to 29th Nov: Absence due to illness 3.18%, unauthorised absence 0.33%. Whole school attendance for period 96.49%
7. Recording and reporting of prejudice related incidents since last meeting: 1 Homophobic.
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| 1. Action points and outcomes:
2. Governors need to prepare a strategy for governor recruitment;
3. Increase usage of the hub;
4. Implement revised timetable to maximize meetings;
5. The school has had a good first term;
6. It is reassuring that SWAT review agreed with our judgement of good with matched validation;
7. Feedback from parent questionnaire positive.
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Dr Scarpini thanked everyone for attending and closed the meeting at 7.28 p.m.