



THE CONSORTIUM
ACADEMY TRUST

Croxby Primary Local Governing Board Meeting
Croxby Primary Academy. Tuesday 9 October 2018 at 5.45pm

PRESENT:

Mr D Shaw (DS, Chairperson); Dr C Kemp (CK, Vice Chairperson); Mr C Ayre (CA); Mrs J Clemas (JC); Mrs E Mottershaw (EM); Mrs C Norman (CNo); Mrs M Sykes (MS); Mr D Waterson (DW, Head);

ALSO IN ATTENDANCE:

Mr D McCready (CEO); Mrs K Mason (Assistant Head, KM); Mrs C Neighbour (DSL, CN); Mrs J Truran (Clerk, JT).

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

01 WELCOME AND INTRODUCTIONS

DS welcomed everyone to the meeting and introduced Mr McCready, CEO of TCAT.

02 DECLARATION OF INTERESTS

No conflicts of interest were declared.

03 APOLOGIES

There were no apologies received for this meeting.

04 GOVERNOR APPOINTMENTS

04.1 Appointment of Chair and Vice Chair

Expressions of Interest had been invited from all governors for the position of Chair and Vice Chair in advance of the meeting. DS was the only candidate hoping to be considered for Chair. DS left the room and in his absence all governors unanimously voted him in to be Chair. DS returned to the meeting. CK had expressed an interest for the position of Vice Chair. CK left the room and in her absence the governors unanimously voted her in to be Vice Chair. CK returned to the room.

Resolved: That DS be Chair and CK be Vice Chair of the Croxby Local Governing Body for the 2018/19 academic year.

04.2 Safeguarding Link Governor

All governors were asked if they wished to be appointed for the position of governor with safeguarding responsibilities, CA said he would carry out this role as it fitted in with his role as the governor responsible for DSEN.

Resolved: That CA will be the link governor for safeguarding and DSEN.

04.3 Sub Committee Structure

DS made all governors aware that they may be called upon to consider cases of attendance and pupil behaviour.

05 MINUTES OF THE LAST MEETING (17 July 2018)

Resolved: The minutes of the last meeting on 17 July 2018 were confirmed as a correct record.

06 MATTERS ARISING FROM THE MINUTES

06a ACTION: E Safety Coordinator to complete LA / ERSCB training. ERSCB Link sent to CA. Action carried forward.

06b ACTION: DW to be booked on a Level 3 Safeguarding course ASAP. ERYC looking into DSL training for DW. Action carried forward.

06c ACTION: JT to email GS to obtain a list of the Governor’s responsibilities. GS will circulate this after the Trust Board have confirmed amendments to the Scheme of Delegation on 22 October 2018.

ACTION: GS to circulate list of Governor’s responsibilities following an update to the Scheme of Delegation.

06d ACTION: JT to update the EYFS Policy, Anti Bullying Policy, Behaviour Policy and Curriculum Policy, with all agreed amendments. Completed

06e ACTION: Local board members to send JT electronic copies of any Learning Link module that they have passed. Ongoing.

07 MINUTES FROM RESULTS MEETING (11 September 2018)

Resolved: The minutes of the last meeting on 11 September 2018 were confirmed as a correct record.

08 MATTERS ARISING

There were no matters arising.

C: (DW) In the last 2 LGB meetings governors asked a total of 59 questions, good challenge by the LGB to the Leadership of the Academy.

09a ACHIEVEMENT SUMMARY

DW presented a summary of the 2018 outcomes for the whole school. It was explained that the data would now be presented in one format. At future meetings, the LGB will be able to question the Academy leaders on the progress the Academy is making. However, as this is a new academic year, there is no progress data to look at. National data had been added so that questions about the Academy’s journey to be achieving at least the national average could be asked. As more data is released for Key Stage 2 the 2018 table will expand. The statistical release for the Key Stage 1 has yet to be released, therefore the Key Stage 1 data will be based on 2017.

Q: (JC) The National GPS greater depth is 34, is that right?

DW: 34 is the average, it is not a 50/50 split. Our aim is to hit the National Average and every year group will be questioned. We have added Greater Depth this year which is very important.

Q: (JC) Is there a key for the top part?

DW: A or N =Working above

W = Working towards

B = Working well below

There is also a graph for each year group, the data will be populated every half term.

Q: (CK) Girls seem to be doing better than the boys in Y6, is this general across the Academy?

DW: In most year groups that is true. We look at individuals. We have 238 interventions running throughout the Academy, an HLTA in Y6 3 days a week. Through the Trust we are also working with Swinemoor Primary in Beverley.

Q: (JC) The girls in Y5 are higher, what makes them different?

DW: The Year 5 cohort is interesting with the most PP and SEN. We have an extra teacher in Y5 until October half term due to there being an issue with this year group in the past.

Q: (DS) The Learning Zone, what is the overall impact on the working day?

CN: This helps to support smaller groups of pupils. DW and CN did a learning walk last week and saw and improvement on expected tasks. The staff are really positive with this move.

DW: The children in the learning zone, who are receiving pre teaching intervention, would normally need extra help in their class 80% of the time, this has reduced to 20%. Early data looks positive and strong.

Q: (DS) Does this mean you have lost TAs in the classrooms in a morning?

CN: We still have TA cover for guided reading in KS1.

KM: Interventions are needed, the pupils are now assessing the task the same as the other pupils, if they have had support the day before.

DW: This has been discussed with staff and with this support, we can keep class sizes smaller.

Q: (DS) Does the environment work well?

DW: Yes, it works well. We have Third Space Learning operated in the room and we are hoping to use a Speech and Language intervention using webcams.

Q: (CK) Positive comments on Y1, does this show they had a good foundation stage last year?

DW: Yes, we changed what they were taught to what was best for that cohort as a result we are above the national average for GLD and PP children closed the gap, although the number is small.

C: (DS) We are seeing positive outcomes from the changes.

09a ii) DSEN Update

- The number of pupils identified as requiring additional support is close to the East Riding average and below National.
- There are currently a high number of pupils with SEND in Y5.
- This term the Academy has increased its capacity to support the vast majority of SEND pupils (and others) through the use of the interventions and the Learning Zone.

CN: We sent out a parental questionnaire to all parents of pupils with SEND in the Academy. There were 9 returns representing 11 pupils, which is 27.5% of our SEND pupils at the time. Overall the results were positive from parents, feeling that the Academy supports their children well and that staff are approachable in order to discuss their concerns.

Q: (DS) Unusually high percentage of PP/SEND pupils in Y5?

CN: Yes, even more could still be identified.

Q: (DS) Y5 is a critical year for the pupils, any strategies in place?

CN: Interventions that are suitable to support them and if there is no impact we will re-assess.

Q: (DS) Were you disappointed with the amount of returns from the parental questionnaire?

CN: It was a good response.

Q: (DS) How do we reach this group?

CN: Half termly meetings, parents' evenings and we always have an open door policy.

Q: (DS) Was it paper based or electronic?

CN: Paper this time but we are looking at ways to improve.

Q: (JC) Do parents of SEND pupils usually attend parents' evening?

CN: The majority do.

09b QUALITY OF TEACHING, LEARNING AND ASSESSMENT SUMMARY

Monitoring and evaluation started in September (lesson observations, book scrutiny and progress measures). The minor changes for this year include: restricting the deployment of support staff to enable an expanded delivery of interventions and the revamping of the 'Foundation Subject Curriculum' (Theme). The Academy has also entered a partnership with Swinemoor Primary. A monitoring and evaluation summary was presented.

DW informed the LGB that support packages for teaching staff will start next week.

Q: (CK) How does the table show that a teacher is outstanding?

DW: The table is used in conjunction with class data.

Q: (CK) 3 teachers still need extra support, are they close to achieving good?

DW: 1 might need extra support but the other 2 have achieved good.

Q: (JC) How long will it take?

KM: Just a little more support, core is in place but minor elements are missing. The staff are great and take it all on board.

Q: (JC) Are drop ins planned?

KM: DW is around and about at all times of the day and SLT have release time to drop in. We have also introduced new support packages for all staff.

DW: The support packages run for 7 weeks, staff appreciate it and it works well.

C: (KM) All our teachers work well with their year group partner and support each other, communication is great with all staff.

C: (DW) We have open SLT meetings every other week so that other members of the team can join in the meetings, this shows that they want to improve.

Q: (DS) When will all teachers be good or better?

DW: All hit their targets we set last year, everyone should be good or better by the end of this year.

Q: (DMc) Are you in a stronger position than 2017?

DW: Yes, definitely, teaching and learning has improved by over 30%.

Q: (JC) The number of pupils entering the school at national expectation is 50% at typical, with 43% below?

DW: 50% typical is the highest in any school I have been in. Most schools will tell you their children enter below and well below.

Q: (DS) What is typical?

DW: EYFS staff mark against 17 areas for each pupil.

Q: (CNo) Do you think home life has an effect?

DW: Speaking and listening entry skills are definitely getting lower.

C: (DS) I am very impressed with the number of pupils who went on the residential to Robinwood.

DW: We had 6 who had to come home early due to a sickness bug.

C: (EM) A massive thank you to all the staff on the trip.

C: (CN) We did part fund PP to go on the residential.

Q: (JC) What is the reasoning behind giving 3 year groups a chance to go Go Karting and to Welton Waters Sailing when there was only 15 places available?

DW: It was the age groups that we were given as there are height restrictions. We had a really good response to the enrichment activities, 45 for both sailing and Go Karting. We are hoping to run more in the future and those that missed out this time will get another chance.

09b ii) Partnerships

Mr Hill had been to Penshurst to deliver training on Maths to their staff and Mrs Spencer commented that it had been excellent.

Q: (CNo) Are Sixth Form students from St Anne's doing work experience here?

DW: It hasn't started yet but we have applied for 3 students to come and work in the office, library and doing displays around the Academy.

DMc: We have 17 places across the Trust.

Q: (JC) Any students from Hull University?

KM: We have 4 coming to us.

Q: (JC) Where will they be placed?

KM: Around the Academy with staff who can coach and have the capacity to do this.

Q: (JC) How long do they stay?

KM: 7 weeks.

Q: (EM) You have offered children jobs within the school, are they all engaging?

DW: Yes, they manage themselves. The accountants double up as HR, they all wrote a letter of application and they all got a job.

09c PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE SUMMARY

09c i) Attendance and Punctuality

DW reported an increase in attendance from last year and also national at 97.6% compared to 97.5%.

Q: (JC) SEN is up from 82.4% last year to 97% this year, any reason why?

CN: One Y6 child had a big impact on attendance.

09c ii) Behaviour

DW: We have had 2 in detention this year, compared to none last year.

Q: (JC) What year groups?

DW: 1 in Y6 and 1 in Y5.

09c iii) Safeguarding Report and CLA (Children Looked After) Report

The KCSE has been updated in September, CN delivered training to all staff on the training day on 3 September 2018. Online PREVENT training has now been sent out to all staff.

C: (CK) I mentioned this last time, please can governors be removed from the Safer Recruitment list as they no longer sit on interview panels.

Q: (DW) How many Operation Encompass reports have we received?

CN: 2

Q: (DW) How many Operation Encompass cases are reported in time before the start of the day?

CN: None by 09.00am, all late morning, I then talk to key staff. I have spoken to the ERYC Safeguarding Board and they say that the timing is down to when the police report it to them.

Q: (CK) Do you get any details?

CN: No, just the name of the child it relates to.

Q: (CK) Do you sit down with the child?

CN: No, we are just pre-warned and monitor the child.

Q: (DS) Are we expected to keep any records on that day?

CN: No, but we do keep an information sheet in the safeguarding records.

Q: (DS) Does the child ever bring it up in class?

CN: We are not aware of any child bringing it up and as I mentioned earlier we always monitor the child.

ACTION: JT to forward link for all governors to complete PREVENT training.

ACTION: CN to remove governors from the Safer Recruitment training list.

10 OFSTED ACTION PLAN

The governors had all received the Action Plan this before the meeting and were asked if they had any questions.

Q: (DS) Do SLT and staff know they are working towards the plan?

DW: Yes, this is in our main document.

Q: (DS) It mentions a Reading Champion, is this a TA?

DW: When we re-structured we appointed a Reading Champion, every child is heard reading 5 out of every 10 days (50 children), this includes all PP children.

Q: (DMc) Current levels of progress, are you using the same tool on the SEF?

DW: Yes, from the Ofsted Handbook.

KM: We use Theme in Y1 to Y6.

DW: This is not a development need but it is a strength of the Academy.

Q (DS): EYFS, outdoor provision?

DW: We need a complete makeover to attract potential families as well as pupils. Credit to the teacher and her dad who have done a great job.

C: (DMc) From April 2019 we will be large enough to apply for Schools Conditions Allowance, this will be capital funding for the whole Trust in the region of £500,000.00. It would be useful if you start putting your project together with costings ready to submit to the Trust in April.

11 i) PUPIL PREMIUM STRATEGY

Q: (CK) How will you get more parents to identify themselves as eligible for funding?

DW: On the Schoolgateway there is now a quiz for parents to complete. We have had an increase from 13% to 15% since we upgraded our Schoolgateway Account.

Q: (CK) Is this across the Academy?

CN: Yes, some are siblings in other year groups.

Q: (DS) I am trying to equate where the figures come from?

CN: We spend more money than we receive.

Q: (DS) So, how do we benefit from the funding?

CN: PP children are helped to attend Judo sessions at the Academy and also helped with the Robinwood residential. We do have some JAM (Just About Managing) families that are not in receipt of PP.

11 ii) PUPIL PREMIUM REVIEW

Croxby and Swinemoor are working together to benefit all PP children as well as the whole Academy. Both Heads are in the same position in knowing where they want their schools to be and working together on this with regards to coaching and mentoring with staff to benefit all the children.

Q: (DS) Was this a Trust strategy?

DMc: Yes, as a multi-academy trust we only have 2 primary school compared to 5 secondary schools and we want to make it an attractive option to other primaries. We are working together to focus on primary schools.

11 iii) SPORTS PREMIUM REVIEW

The 2018/19 document was handed to the governors in their packs before the meeting to show how the Sports Premium is spent and who benefits from it.

12 TRUST TERMLY UPDATE – AUTUMN 2018

- Howden School joined the Trust 1 September and Holderness 1 October. This takes the number of learners to over 6200
- 3 schools have become Associate Members: St Anne’s School, Swinemoor Primary and Winifred Holtby.
- J Simpson is the newly appointed Director of HR
- P Morris has worked with external consultants to identify capital projects.
- Looking to provide a Trust wide solution to IT
- DM visited every academy on the training day in September
- First Trust wide conference for teaching staff will be held in January 2019
- 23 colleagues attended a GDPR training session
- The second cohort of staff have started their Teaching and Learning Leaders course.

Q: (DS) Is the Trust growing consistently?

DMc: It is hoped that 2 or 3 primaries more will be involved by this time next year.

Q: (DS) Central Services keep on growing. We notice that IT has been recognised as a problem?

DMc: There will be a strategic overview and lead, we will invest over the next 3 / 4 years.

Q: (JC) How are we doing with GDPR?

DMc: 23 members of staff from across the Trust attended training on Monday, 24 September at Wolfreton School. It raised awareness across the Trust. We need to keep monitoring it.

13 GOVERNING TRAINING AND SUPPORT

Ongoing.

14 AGREED ACTION POINTS

- 14a ACTION: E Safety Coordinator to complete LA / ERSCB training. ERSCB Link sent to CA. (minute 06a)**
- 14b ACTION: DW to be booked on a Level 3 Safeguarding course ASAP. ERYC looking into DSL training for DW (minute 06b)**
- 14c ACTION: GS to circulate list of Governor’s responsibilities following an update to the Scheme of Delegation. (minute 06c)**
- 14d ACTION: JT to forward link for all governors to complete PREVENT training (minute 09ciii)**
- 14e ACTION: CN to remove governors from the Safer Recruitment training list (minute 09ciii)**

15 DATE OF NEXT MEETING

Tuesday 29 January 2019, at 5.45pm.

16 ANY OTHER URGENT BUSINESS

Mr Waterson asked the governors to take time to look at the updated website that had been tidied up to make it more user friendly and promote the Academy.

The meeting closed at 7.30pm.