

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 19<sup>TH</sup> JANUARY 2017

Present: Mr. R Carswell                      Chair of Governors  
 Miss A Hawkins                      Headteacher  
 Mrs. H Baxter  
 Mr. L Cottrell  
 Mrs. L Cole  
 Ms. S Leach  
 Mrs. S Manley  
 Mrs. S Nisbet  
 Mrs. W Upham

Dr. E Santos                      Associate Member

Mrs. A Hills                      Clerk to Governors

Absent: Mr. D White  
 Rev. S Talbot

Item Discussed	Action/Resolution	Gov Action Prop/Sec
1. Apologies for Absence	Mr. White, Rev Talbot	AH/SL
2. Declaration of Interest	Mr. Carswell declared that he is a Director of NMC Design	
3. Minutes of the meeting held on 1 <sup>st</sup> December 2016	The Governors reviewed the minutes.	
4. Matters Arising		
Phase VI	A costing spreadsheet has been received from Steve Eastland and this has been sent to Simon Niles. There has not yet been a response.	
Website	The new website is now live. Miss Hawkins thanked all of those who had helped, particularly Mrs. Owen and Mr. Nick Carswell.	
International Award	Neil Parish MP will be coming to the school on 27 <sup>th</sup> January to present the award. The pupils have been working with Polish and French children to support the curriculum and celebrate the diversity of the school. The Governors congratulated the school and members of staff, particularly Mrs. Phillips, on this great achievement.	
5. Data Review	<i>Mrs. Cole asked why Science grades were below average across the board.</i> Miss Leather explained that the changes in the curriculum have meant that more time is given to other areas, particularly EGPS, having a negative impact on other areas. Also science at KS2 is Teacher Assessed rather than by a test and there is no moderation. The teachers are cautious about giving grades that cannot be very accurately evidenced. The changes in the science curriculum mean that what was previously taught in Year 6 is now taught further down the school and the current children have had to have the curriculum 'squeezed in'. Miss Hawkins said that there would be more focus on science this year. <i>Mr. Carswell asked whether if extra time was given to science would this impact on the time for other subjects which would then suffer.</i> Miss Leather agreed that this could be the case but it would be monitored. <i>Mrs. Cole asked why the absence in SEND was high.</i> Miss Hawkins explained that there were a number of children with very specific medical needs which impacted on these data.	

Mrs. Cole asked why there are a high number of children with special needs in year 1. Miss Hawkins explained that all children are screened using Lucid Cops to identify additional needs and they are then put in appropriate intervention groups to support them. By Year 2 the levels have reduced as the interventions have addressed the difficulties. Lucid Lass is used in the same way in KS2 for anyone who is identified to have any problems or to screen those who have joined the school.

Dr Santos asked why overall progress for low attainers in reading and maths was significantly low in KS2. Miss Hawkins explained that this was due to the low number of children in this group which distorts the overall picture. Dr. Santos asked why the results for writing for middle attainers were low in KS2. Miss Hawkins said that middle attainers definition is very wide. From the KS1 results any child who had achieved level two in any one of the three tests, regardless of their results in the other tests were categorized as middle attainers at KS2. Some of the cohort had achieved level 1 at KS1 and were included in this middle attainers group. Dr. Santos pointed out that the high attainers were above the national average. The children are set in Years 4, 5 and 6 but currently not in Year 3. Our strategies have had positive results for these children. Non-setting has been trialed but the data showed that the progress was not as good. Dr. Santos asked why the results for boys specifically were low in writing across the school. Miss Hawkins said that this is now a focus of the school as previously this has not been the case. There is a range of reasons that contribute to these results and we have spent time identifying the issues. Miss Leather said that the children have come into Reception with a huge difference between girls and boys. At KS1 this is still the case. The girls had done better than the national average but the boys were significantly below. Miss Hawkins and Miss Leather have been analysing the data which informs the SEF and from this put together an action plan. This is followed by progress meetings with the staff. Mrs. Manley asked what was being done on a practical level. Miss Leather gave the following examples of these actions: specific training in raising attainment for boys, working with Pre-school and sharing resources, improving the pupil's emotional well-being with activities such as Mindfulness, more problem solving which boys particularly engage with, ensuring the range of books is appropriate, Project X reading books.

Dr. Santos asked why the middle group for writing for SEN is low in KS2. Miss Leather explained that case studies have been produced for children who did not achieve. For many of the children this was due to difficulties with spelling and handwriting. It is difficult to achieve 'expected'. Dr. Santos asked why pupils who had achieved 'expected' and 'exceeding' in Reading at KS1 did not convert to 'greater depth' at KS2. Miss Hawkins explained that this was in part due to the evidencing that was required. It was not clear exactly how detailed this needed to be. The system for collecting the evidence has now been changed following feedback from moderation.

Dr. Santos asked what was being done to improve reading in KS1 as the results were below national average. An action plan is in place and Autumn Term assessments suggest that these

	<p>actions are being effective. <a href="#">Dr. Santos said that the girls did very well for maths in KS1.</a> Miss Hawkins said that they were very pleased with these results which reflect the efforts made by the staff and children.</p> <p><a href="#">Dr. Santos said that the phonics results were very good with no gender gap and that the trend over time was excellent. She asked why the achievement gap for the phonics in Year 2 was greater this year than last year.</a> Miss Hawkins said that re-organisation of the teaching of phonics impacted significantly on improving the results and these actions will continue to be applied. She explained that there were a number of children who did not achieve the phonics result but all of these are being investigated for additional funding and support.</p> <p><a href="#">Mrs. Upham asked whether any other actions were being put in place to support the progress of disadvantaged pupils.</a> Miss Hawkins said that a number of actions are in place including booster sessions with Mrs. Phillips.</p> <p><a href="#">Mr. Cottrell asked what actions are being put in place to ensure that the current children in Year 6 will make good progress.</a> Miss Hawkins said that the progress meetings showed that from the assessments at the end of last term writing in year 6 has improved greatly but the maths and EGPS were of concern. As a result Miss Hawkins and Miss Leather are each going into class to release Miss Shapcott and Mrs. Nisbet to do booster sessions with specific children and pupils are having two extra EGPS lessons per week. Miss Leather is also working with individual children. <a href="#">Mr. Carswell asked when the next assessment will be made of progress.</a> Miss Hawkins said that this will be done at half term. <a href="#">Mrs. Baxter asked whether the time that the children are missing to booster lessons would impact on other subjects.</a> Miss Leather agreed that this is the case but they try to take them at different times so that they do not keep missing the same subject. <a href="#">Mr. Carswell asked whether the initial feeling is that it is being effective.</a> Mrs. Nisbet said that it seemed to be having a positive impact. <a href="#">Mrs. Baxter asked whether there were places where things could be changed so that children could have the input before boosters were needed.</a> Mrs. Nisbet said that there are areas that they are now addressing in advance. Miss Leather said that the current year 6 group had been high achievers at KS1 but this had not been continued through KS2. <a href="#">Mrs. Cole asked why this had happened.</a> Miss Hawkins said that last year had been disrupted for these pupils by a number of factors including unavoidable staff changes which had had a negative impact.</p>	
6. Sites and Buildings		
(i) Minutes of the meeting held on 20 <sup>th</sup> October 2016	The Governors read the minutes	
(ii) Matters arising		
Footwear in the kitchen	Following discussions with the catering staff who were not keen to have crocks the Governors decided that they will be provided with steel toe capped trainers as their current footwear needs replacing.	
Caretaking	The caretaker is still making a huge difference around the school and worked hard during the Christmas holidays to install television sets in three classrooms.	
(iii) Work completed and	The Governors discussed the list	

outstanding		
(iv) Fire Risk Assessment	The Governors approved the Fire risk Assessment	<b>LEC/WU</b>
(v) Health and safety issues	The Health and Safety audit by DCC will take place on 13 <sup>th</sup> February 2017	
7. Safeguarding Update	<p>There are no children on Child Protection Plans or Children in Need. Progress meetings have looked at the 'On watch' children. Overall these pupils are not making the expected progress.</p> <p>Miss Leather has been updating policies and has put all the Code of Conducts together. Teachers, office staff and kitchen staff have all been trained. TA's, MTA's and music tutors are to be trained in the next few weeks. Mrs. Clara Rose has done her DSL refresher. Miss Leather has completed training with Rev. Talbot as the Deputy Safeguarding Governor. Miss Leather has had a meeting with the DSL's to ensure that they have up to date information.</p> <p>Mrs. Clara Rose is having great positive impact with the pupils and families.</p>	
8. Policies		
Health, Safety and Well-being	The Governors approved the policy with the amendment of the union representatives	<b>SN/SM</b>
Management of Outdoor Education Policy and Standard Operating Procedures	After completing the Governor review section the Governors approved the policy.	<b>LC/LEC</b>
Staff (and Volunteer) Acceptable Use Policy Agreement	The Governors approved the policy	<b>WU/HB</b>
9. Date of next meeting	The next meeting will be held on 16 <sup>th</sup> March 2017	
10. Approval of the minutes	The Governors approved the minutes	<b>HB/LC</b>