

**Rossett Acre Academy RKL  
Meeting of the Governing Body  
on Monday 30 January 2017: 6.30pm at the School**

**Present:** Ian Foy (Chair), Corrine Penhale (Head), Dave Betts, Janet Hickman, Margaret Howard, Liz Matykiewicz, John Riggs, Cat Salisbury, Justine Weaver.

**In Attendance:** Claire Dodgson (English Subject Leader), Gilly Guy (Clerk) and Susan King (Clerk)

- a. Ensuring clarity of vision, ethos and strategic direction;
  - b. Holding the headteacher to account for the educational performance of the school and its pupils;
  - c. Overseeing the financial performance of the school and making sure its money is well spent.
- Agreed by Governors

Item No	Minutes	Action
1.	<p><b>Apologies</b> Accepted from: Michael Birch, Jonathan Davis and Louise Street</p>	
2.	<p><b>Reading on the School Development Plan (SDP)</b> Claire Dodgson was welcomed to the meeting to present her progress report on Reading on the SDP. Her written report was received and Claire talked through this with the following main points noted.</p> <ul style="list-style-type: none"> <li>• 2015 progress was low though attainment was, on average, good</li> <li>• This led to the SDP objectives to produce and develop a whole-school approach to Guided Reading; to create and embed formative assessment and to ensure the school environment, resources and activities reflect and celebrate the enjoyment of reading.</li> <li>• Guided Reading had been re-established with a firm timetable with objectives and guidance and support for teachers' developing skills. There was one day of reading, then grammar and then free choice. <b>Qu: Is this on a rota basis: Yes, a carousel was used and there were plenty of resources in school to support the system.</b></li> <li>• New reading records were created for the formative assessment. These related to the school's tracker system and are therefore more targeted and have been successful in improving skills.</li> <li>• The school environment had been improved through a variety of activities including photographs, Harry Potter day, quizzes and assemblies. The book fair was a particular success through raising children's interest beforehand. The library has been revamped and children are not limited anymore in which books they can take.</li> <li>• The Pira standardised reading test showed the progress made up to last summer. This data was shown to Ofsted. <b>Qu: Please can you explain the colours? The colours show the different groups: Gender, Pupil Premium and SEN</b> <b>Qu: The gender balance appears to be quite strong, ie not far apart? Agreed for attainment.</b></li> <li>• Compared with Summer 2015, there has been good progress.</li> <li>• SATs results were above national average.</li> <li>• Writing is also on the SDP for 2016/17. <b>Qu: Is writing assessed in a different way now? Yes, handwriting is not assessed, except for</b></li> </ul>	

	<p><b>greater depth writing.</b></p> <ul style="list-style-type: none"> <li>• The previous (green) assessment grids were difficult to use and so they were replaced by a multi-coloured format which teachers are finding a lot easier to work with.</li> <li>• Monitoring has been improved by the use of target cards for each child. Awareness of what ‘average’ is has been found to spur teachers/learners on.</li> <li>• Grammar is increasingly taught with purpose which makes it more memorable.</li> <li>• Nelson handwriting is being taught after much deliberation about what schemes are best. The school already had the materials, so we are now concentrating on delivering it properly; there are a few areas to tweak.</li> <li>• All teachers have been observed and any weak areas worked on. This has resulted in a better quality of teaching. <b>Qu: Have the previous year’s issues been resolved? There are different children in that year now but the problems have been addressed and plans in place.</b></li> <li>• Whole school writing is displayed in the hall and shared in assemblies and newsletters. We still need to push on displaying children’s work. The Head commented that there has been some good progress seen.</li> <li>• <b>Qu: Whilst pushing one area, what about other areas? Do they receive less attention? No, there is an equal balance; there’s a lot going on with reading and maths still.</b> Claire Dodgson left the meeting.</li> </ul>	
3.	<p><b>Declarations of interest</b> None raised</p>	
4.	<p><b>Confidentiality</b> <b>It was agreed that two items be treated as confidential and excluded from the minutes.</b></p>	
5.	<p><b>Urgent business</b> None raised</p>	
6.	<p><b>Membership of the Local Governing Body</b> Following consultation with governors beforehand, the Chair reported on how the school’s governing body will be constituted as an academy member of Red Kite Learning Trust (RKLTL). The following was noted.</p> <ul style="list-style-type: none"> <li>• Nothing changes in the short term unless governors want it to. The aim was to have the new constitution in place by September.</li> <li>• There would be no associate members going forward.</li> <li>• The Board would be constituted of: 2 Staff governors: Head plus one other. Janet Hickman would step down as she feels there are too many Senior Leadership staff on the Board at the moment. A staff election would be held. 2 Parent governors: Dave Betts and Louise Street would continue their terms. 3 Co-opted governors: Jonathan Davis and John Riggs. Michael Birch and Margaret Howard have requested to stand down at the end of this school year. 2 Trust appointed governors – possibly Ian Foy and Liz Matykiewicz</li> <li>• The Chair would consider what skills the board would need from a new co-opted member. Finance skills were well covered in the Trust.</li> </ul>	<p><b>Action CP</b></p> <p><b>Action IF</b></p>

7.	<b>Minutes of the meeting on 12 December 2016</b> <b>Approved and signed</b>	
8.	<b>Matters arising not covered elsewhere</b> It was noted that the Trust would allow the school to take advantage of the economies of scale. <b>Qu: Is the Trust growing in size? RKLTL has restated the desire to grow.</b>	
9.	<b>Head Teacher's Report</b> The Head Teacher's Report had been circulated prior to the meeting. The Head talked through the report and the following main points noted. <ul style="list-style-type: none"> <li>• Number on roll changed very little</li> <li>• An ECHP for one child had been applied for but was turned down. An appeal would be submitted as currently the school is paying for the extra support needed.</li> <li>• For the lower achieving cohort we are looking at how to improve results as they go into Year 6. However, the Deputy Head confirmed that they will be above the national average.</li> <li>• The fall from 90% to 85% in writing at the end of KS2 last year to this year involved a difference of 2 children.</li> <li>• At the Pupil Progress meeting we identified where more support was needed.</li> <li>• 99.2% of children had good progress or better. <b>Qu: What years did the .8% come from? This amounted to 6 or 7 children across the whole school.</b></li> <li>• <b>Qu: What kind of attendance from parents do you get at the extra support (reading club) sessions? There was good support from parents.</b></li> <li>• Chutney the reading dog was proving to be a success with helping children to read.</li> <li>• A letter would be going out late in the week to parents of identified children who would benefit from the Home Learning Club held in the IT suite.</li> <li>• <b>Staffing:</b> The teacher covering for the Maternity Leave had experienced some problems in the beginning as pupils got used to a new teacher. There was lots of support in place and the situation has improved.</li> <li>• The MSA had left but was still helping in the library.</li> <li>• The replacement MSA was training to be a TA.</li> <li>• An advertisement for a new Inclusion Manager and HLTA would go out soon. The current postholder had offered to do a full handover.</li> <li>• There were a couple of students currently and also a couple mini-placements now fulfilled. These were through the Harrogate Grammar SCITT.</li> <li>• <b>Budget:</b> The budget carry over was very different from what had been expected but the figures are expected to change following the draft calculations from NYCC as we change to RKLTL. <b>Qu: Are RKLTL concerned about the figures? Not overly as we're not alone due to funding being cut everywhere. Hopefully we should find out more at the forthcoming Bursar meeting.</b></li> <li>• <b>Projects:</b> The planned improvements to the toilets will go ahead with some done in term time by cordoning off the area. Others will hopefully be done in the summer holidays.</li> <li>• <b>Health and Safety:</b> The school will move to RKLTL's provider Bellrock FM for</li> </ul>	

	<p>Health and Safety issues at the end of March.</p> <ul style="list-style-type: none"> <li>• The problem remained regarding the sounders in parts of the school for the fire alarm. During an unplanned alarm, it was difficult to hear in certain areas. NYCC have been requested again.</li> <li>• Sports Safe UK found a number of issues with various pieces of PE and outdoor equipment. Those which could be repaired are being repaired and others have been replaced (sourced at competitive prices).</li> <li>• We're generally in good shape Health and Safety wise and this is mainly to do with Chris May's excellent management.</li> <li>• <b>Children's Centre:</b> Continues to be used widely and, in addition, yoga classes for children have started and will hopefully be available for staff too.</li> <li>• Inspiration Tree have been supporting the school at lunchtimes to help with providing sporting activities, year groups carefully chosen due to need. <b>Qu: Who/What is Inspiration Tree? A private business who come in at lunchtime and work with children.</b> Year groups have been mixed and this strategy is working really well.</li> <li>• Our Peer Review will take place on 28 June. <b>Qu: Has this been done before in school? Yes but not under the same system – this is part of being in the Red Kite Learning Trust.</b></li> <li>• <b>New website:</b> The Head reported that several staff are being trained by Mixd in use of the new website tool. The staff, which includes herself, are required to write a blog as part of their homework. The website is due to be launched in March.</li> </ul>	
10.	<p><b>Three Year Strategy</b></p> <p>The Head reported on the Three Year Strategy which is in draft format and included the strategies for the website, Children's Centre, SCITT and all-weather pitch. Governor input was requested and, to this end, she would circulate the document even though incomplete for feedback. <b>Qu: Do the objectives feed into RKL T objectives? Some do but some are just our school objectives.</b></p>	<b>Action CP/All</b>
11.	<p><b>Committee/working group meetings</b></p> <p>No committee meeting dates would need to be arranged. Any school projects which required a working group would be set up as and when needed. <b>Qu: What channel is there to find out when such a working party would be required? We're beginning to find out what RK requires; however we are being proactive about this, eg IT provision. Also there are regular meetings – IF would be attending the Chairs' meeting the following week and the Head attends monthly Heads' meetings.</b></p>	
12.	<p><b>School Development Plan (SDP) update</b></p> <ul style="list-style-type: none"> <li>• This had been updated following a meeting on 17 January.</li> <li>• A 360<sup>o</sup> survey will be used with staff in the summer term. The survey which was carried out last year will be used again with staff this February so that comparisons can be made.</li> <li>• Writing is progressing well. Dave Betts (English Link Governor) will be coming in to carry out interviews on attitudes to writing. Dave to arrange a date with English lead teacher.</li> <li>• Senior Leadership Team have actioned a system whereby each teacher with an SEN child outlines their strategies for management of the child in order to raise awareness and promote consistency and effective handling.</li> <li>• Teachers have visited Richard Taylor School to learn about Shanghai maths mastery.</li> </ul>	<b>Action DB</b>

13.	<p><b>Risk Register</b> The draft Risk Register had been received prior to the meeting. The Head had added to it in red and blue. The Chair requested that governors read through and let him and the Head know if there's anything missing. It was noted that some risks were more appropriate to be managed at Trust level and therefore may not be on this local register. This register had been shared with other Primary heads for them to use. A meeting would take place with them to discuss further.</p>	<b>Action All</b>
14.	<p><b>School Council and PTA fundraising</b></p> <ul style="list-style-type: none"> <li>• The School Council had taken on complaints regarding the food by working with the caterers and Sharon Day. Together they re-wrote menus and discussed issues to be addressed. This brought about changes which have been effective and very well received.</li> <li>• They would have their own section of the website.</li> <li>• The council have suggested a better house point system which is meaningful and applied more consistently.</li> <li>• The PTA has been very successful over the last 18 months, Children in Need donations have risen from £300 in 2014 to £800 and then £1200. Sports Relief made £2500 last year. This year's main charity that the children chose would be a children's cancer charity.</li> <li>• The PTA is planning a fundraising Yorkshire 3 Peaks Challenge. Approximately 45 people are interested so far. Hopefully, this will raise a large amount towards the all-weather pitch which has been very loosely estimated to cost in the region of £150-250k. A large part of this cost will be the drainage of the site and providing electricity for the floodlights. <b>Qu: Is there a target amount to raise in relation to the 3 Peak Challenge? Not really but it is hoped that each person would raise in the region of £200-£300.</b> Ideas such as company sponsorship and advertising for outside participants were put forward.</li> </ul>	
15.	<p><b>Policies</b></p> <p><b>a) Summer born children paragraph for RKL Admissions Policy</b> This had been received prior to the meeting and discussed with the explanation that it was primarily to prevent unnecessary late admission to an inappropriate year. <b>Governors approved the paragraph.</b></p> <p><b>b)E-Safety/Social Media Policy</b> This was a completely new policy but was based very closely on the Trust policy with KS3 taken out and Primary School inserted in the appropriate places. Following discussion, <b>it was agreed to remove the brackets around 'social media' and add in a specific reference to the use of mobile phones by parents on trips. On page 7 regarding the consent form, it was agreed that the emphasis should be on the parent to inform the school of any changes. It was agreed that this could now go to staff for their approval. The Chair would read it through and if he didn't feedback anything else then he was happy to confirm the approval from governors.</b></p>	<b>Action JH/ Chair</b>
16.	<p><b>Approval for trips</b> Nell Bank in July 2017 and East Barnby in September 2017. <b>Both approved</b></p>	
17.	<p><b>Governor training</b> The Head reminded governors that they need to complete their Safeguarding training.</p>	<b>Action All</b>

18.	<b>To note any governor correspondence received</b> None received.	
19	<b>Any other business</b> <b>Rossett Acre Show</b> The Assistant Head requested a volunteer to judge at Rossett Acre Show on the morning of 7 June. Margaret Howard offered. Governors were asked to attend if possible.	<b>Action</b> <b>MH/All</b>
20	<b>Date for next meeting</b> Monday 24 April 2017 at 6.30pm in the school  The following Board meeting would be on 19 June 2017.  The meeting finished at 8.25 following the confidential item recorded separately.	
	Signed:  Dated:	