



**Moorlands School Federation Body - Full Governing Body Meeting
15 May 2017 6.15 pm – Owl Classroom, Chantry Building**

MINUTES

Attendees:

Lou Abercrombie	Finance (Pupil Premium) Lead Y6 (2010 entry cohort) Link	Elected Parent Governor (Moorlands Junior School)
Ruth Balch	Vice Chair of Governing Body H&S / Premises Lead EYFS (2016 entry cohort) Link	Co-opted
Jon Bentley	Vice-Chair of C&A Community Engagement Lead Y1 (2015 entry cohort) Link	Elected Parent Governor (Moorlands Infant School)
Binky Clark	Chair of Governing Body Assessment for Learning Lead	Co-opted
Caroline Cronin	EAL Lead Y4 (2012 entry cohort) Link	Co-opted
Michael Farrier	Child Protection/Safeguarding Lead Y2 (2014 entry cohort) Link	Co-opted
Clare Griffin-Felton	Head Teacher	Ex-officio
Robin Nash	Training and Recruitment Lead Y5 (2011 entry cohort) Link	Co-opted
Joanna Reeves	SEND Lead Y3 (2013 entry cohort) Link	Co-opted
Simon Weiss	Revenue Generation Lead	Co-opted
David Tilling	Executive Principal, The Partnership Trust	N/A
Gina Scott	Deputy Head Teacher For Item 3 only	N/A

DISCUSSIONS

1. Apologies: Apologies were received from Suzy Dinning.

2. Declaration of Business Interests

None not previously declared

3. Update on Current Performance Data

GS presented the educational performance data for the end of term 4, showing attainment in relation to ARS and progress for both Infant and Junior Schools.

Key headlines for governor attention:

- GS noted the challenging professional development for staff with the move from an evidenced led recording system to a teacher judgement recording system (e.g., previously a criteria was achieved if it was evidenced 3 times, now the judgement is “have you seen it, evidenced it and do you believe it”). Work is underway to develop teachers’ skills through professional coaching and moderation with Senior Leaders.
- Y5 – Hawk class data was not submitted for term 4. Term 3 data is being moderated by Senior Leaders.

- Impact of Better Maths training can be seen in data for Y4 and Y5, and the lag for Y3 is now evident so further support from Sarah Savage is being arranged.
- Data is showing slower progress in Y3 and Y1 than expected. It is expected that some of this is cohort related (Y1) and some transitional issues. Senior Leaders are working closely with class teachers to identify areas for improvement for next year to reduce this impact, with support and moderation in place for the remainder of this academic year.

Discussion:

- JR asked about moderation outside of the school. CGF and DT confirmed work is carried out with Trust partners but CGF noted that local participation in maths moderation meetings has been poor. The school have attended LA moderation meetings but are looking to secure more opportunities next year.
- JB asked if triangulation of evidence in books is supporting the data, JR asked if the observed quality of teaching mirrored the data and DT asked if evidence in books supported the DHT's belief that teacher nervousness is leading to a lower data score. GS advised that Senior Leaders are looking closely at all data sources to identify where the data is accurate and where it is a reticent teacher; relating to the teaching and learning observed, GS advised it is not so clear cut, but questions that need to be asked are being identified. GS also advised that professional dialogues across the Federation are good, with open challenging conversation being held by Senior Leaders.
- SW asked if the data is used to inform school organisational planning for next academic year. CGF confirmed this continues to be the case, as all cohort learning journeys are considered to ensure children receive the best learning opportunities available to them.

Governors thanked GS for her presentation and she left the meeting.

4. **Minutes of Previous Meeting (23 January 2017)** were accepted as drafted

5. **Matters arising from meeting of 23 January 2017:**

Academy Conversion: Achieved on 1 March 2017. FGB noted the loss of First Steps funding to rebuild and that the terms of the lease provided for 3 years for them to complete their use of our land.

Coasting School Status (MJS): BC advised that the RSC had responded very positively to the evidence provided by the School on the actions in place to address historical data issues. Communication will be sent to the community.

Rebranding: On hold due to current priorities.

Governor training: RB has contacted Margaret Simmons-Bird and is awaiting her response.

6. **Minutes of Previous Meeting (Extraordinary GB on 27 April 2017)**

RN noted that SD had agreed to provide a list of existing revenue generation projects within the Trust. **Action - BC to amend minutes to reflect this action.**

7. **Matters arising from meeting of 27 April 2017:**

Recruitment: A teacher is now in place for terms 5/6 in Hawk class and BC provided positive feedback on recruitment

Budget: Will be made available to all governors once reflects updated salaries from recruitment.

Action – BC to ensure this happens

8. **Restructure and Possible Reconstitution of GB**

BS presented the summary paper previously circulated and asked for governor feedback.

RN shared his experience of the revised model in another MAT. It was clear that at inspection Ofsted required every governor to understand every decision that is made, and this model facilitates that whilst removing duplication.

MF asked if this was expected on joining the MAT. BC acknowledged the impact of the requirement for growth of the MAT from Government and that the structures are responding to that, although it was always clear that the MAT Board would hold a separate accountability from the LGB.

SW asked for clarification of where the financial risk was managed – at Trust or LGB level. DT confirmed that whilst the financial risk is held at Audit Committee, the establishment of budget would continue to be practical partnership between Trust and LGB, with SD providing professional advice to both groups. RN advised that accountabilities remain the same, with MAT Board replacing Local Authority.

SW asked what areas need to be kept in mind to ensure it is a success. BC noted that contact outside of meetings would be essential to ensure everyone is kept informed and it was agreed that an informal set of dates would be diarised alongside LGB meetings. BC also noted the vital importance of governors continuing with their individual roles to ensure all areas of work are effectively performed. RB noted the increased importance of work planning in this structure, which could be a risk without a clerk; DT advised that the Trust have re-advertised the post again.

GB agreed that the revised structure be implemented with immediate effect, disbanding Committees and Steering Group, with a review of impact in term 3 of AY 2017-18.

**– Actions: RB / BC to plan 2017-18 calendar for termly, evening LGB meetings
RB / BC to plan informal meetings / training sessions to facilitate joined up working
Governors to attend first LGB meeting on Wednesday 28 June at 6.15pm**

9. Update from C&A Committee on 13 March 2017

RB referred governors to the minutes previously circulated, and identified the following key headlines:

- Better Maths project: as referred to in earlier discussions, C&A felt SLT have a good strategy in place to improve our outcomes in maths
- A4A: further professional development opportunities have been identified and are being followed up
- SDP: **Action – RB to circulate this to all governors**
- Quality of Teaching: DHT now working to identify any areas for improvement , e.g., strengthening the quality of feedback provided following lesson observations
- Additional INSET Day for AY 2017-18: CGF confirmed that Trust Board have approved this request.

RN questioned how the minutes of the meeting in March correlated with his Y5 Cohort Link meeting on 7 April, in which he was advised all teaching in Y5 was good or better. RB noted that the particular area of concern in Y5 teaching had been dealt with by 7 April.

10. Update from Resources Committee on 6 March 2017

LA circulated a short summary of Resources issues to the GB, with the following points discussed:

- PTA are struggling to secure backing of the community for the library project, and further work is going to be needed to achieve the target

- CGF noted that recruitment paperwork for the AHT will provide for a flexible approach to classroom commitment
- SD and Julia Battersby of the Trust now leading on a detailed business plan for the provision of FS1 and how that might feed into Extended Schools opportunities as a potential revenue generation stream, but GB noted the need to take this one step at a time.
- GB discussed their role in Income Generation at this stage: in the FS1 project, SW's strategic questions have been fed into the work underway by SD / JB. SW raised the concern for running revenue generation schemes concurrent to this, and acknowledged the lack of strategic capacity for the SLT to consider this at the current time, and DT further noted limited capacity in the Trust team to progress at this stage. BC noted this work has to stay on the list of priorities, but timing is crucial.
- CGF noted the need for a Premises Strategy
- BC noted that need to liaise with SD to secure the Conditions Survey from the LA.

11. Head Teacher's Report

GB thanked CGF for her clear HT Report and raised the following questions:

- LA asked if CGF could share her thoughts on the 49 first choice applications for Moorlands. CGF noted the challenge of a number of good schools in close proximity to Moorlands, and that this was higher than previous years.
- LA asked if Y3 applicants were equal to current Y2 numbers on roll – CGF confirmed it is slightly lower due to families moving and some families missing the application deadline, so not being counted in this round.
- RB noted the huge task list for Terms 5/6 and asked CGF what she felt was at risk from that list. CGF noted the importance of prioritising recruitment, induction and keeping up morale of continuing staff, but felt the greatest risk is operational impact on focussed planning time which would lead to time running out.
- JR asked if CGF's "At Risk" status is purely data driven or would be observed at inspection? CGF advised that whilst books continue to be strong, Leadership and Management would struggle to evidence embedded improvement in the current circumstances, or with a significant influx of new staff. She noted that the current reduced leadership capacity and impact of managing exiting staff is already impacting on SDP milestones.
- JR asked if the induction programme was a new job or if there is previous work upon which to build. CGF confirmed there are some building blocks in place, but work is needed to induct leaders and new class teachers at the right pace and right quality, while taking our parent community along with us.
- CC asked how remaining staff are feeling? CGF confirmed they are nervous, but leaders are ensuring they are involved and some have stepped forward to ask about professional development opportunities.
- JR asked DT what support would be available from the MAT for any Ofsted process? DT noted that Teaching School support is being provided for professional development and Trust Leaders have encouraged Moorlands to submit their requirements for Terms 1/2 at an early stage
- CGF noted the importance of a Premises and IT Provision strategy. SW enquired as to the level of risk being carried? CGF advised it is unknown at this stage, but work is being carried out with the Trust as a priority to identify this.

12. Link Governor Reports

12.1 – Child Protection: BC referred Governors to the Child Protection Report circulated and noted the huge level of work undertaken by Andrea Grafton, which evidences the need for an Inclusion

Lead in SLT. BC noted that work seen by her as Chair demonstrates exemplary procedures at all stages of Child Protection.

12.2 – KS2 SATs Monitoring: LA advised GB that having observed two sessions of the KS2 SATs, the process appeared very tightly managed with a secure protocol in place. She noted the high resource drain of the process while commending the human approach seen with all children being supported in a caring manner

12.3 – Assessment: RB referred Governors to her report and the earlier presentation from GS. She acknowledged and welcomed the refreshing open, confident approach of GS as Assessment Lead who demonstrates a deep understanding of the issues and actions needed. A programme of future meetings has been set up.

12.4 – EAL: CC noted that a lot of procedural updates had taken place and new arrivals now settle quickly and progress can be seen. Provision of external support is changing so school need to identify the best support and how to get this to take this work further. CC noted this was in the context of a sudden increase in %age of EAL children across the Federation which has had a significant impact on the skillset of staff. CGF confirmed that TA support is now timetabled into the class provision so that class teachers have to be aware of the needs of their children and provide support as needed.

12.5 – EYFS Cohort Link: RB gave a verbal update as report is not yet signed off. The group are not the most challenging cohort, but the initial EYFS Action Plan target of 85% achieving GLD is now at risk, with current estimate at 74% (although that would be an improvement on last year). Claire Albiston (CA) reports positive work now underway in preparing the children for transition, while close support is provided by SLT for incoming cohort transition/induction. It is clear that Moorlands has provided a steep learning curve for CA.

12.6 – Y5 Cohort Link: RN noted that Quality of Teaching issues have been dealt with, and data is now being remoderated. Progress is shown to be good, with the difference beginning to diminish, although there is always more to do. Intervention gaps from Y4 are now being made up and the children are in a good place to move on to Y6.

12.7 – Y6 Cohort Link: RN reported on confident teachers, with assessments having been externally moderated. Booster sessions for Maths and SPAG had seen improved outcomes in subsequent assessments, with the children well placed for their formal assessments.

13. Early Closing at end of Terms 2 and 6 going forward

BC advised GB of the School Leaders' intention to return to closing at 1.30pm on the last day of terms 2 and 6 with effect from September, to acknowledge the length of those two terms and impact on both staff and children. **Action - GB asked that CGF check the legalities of the proposal with SD and confirm the official rationale for spreading amongst the community**

14. Stakeholder Feedback

14.1 - Existing Staff: BC confirmed that the Trust would be circulating their staff wellbeing survey shortly, which would provide us with comparable data for the same period last year

14.2 - Exiting Staff: BC confirmed that staff leaving would be issued with their Exit Questionnaire at the beginning of Term 6 and offered the opportunity for an Exit Interview

14.3 - Parents/Carers: The questionnaire is scheduled for term 6. Following a brief discussion, Governors agreed that a third question would be added to provide an opportunity for parents to give examples of positive feedback, as it was felt these were limited.

15. Admissions Policy

BC noted this is still to be finalised and will be circulated as soon as possible

16. Any Other Business

None

17. Date Of Next Meeting

Thursday 8 June at 6.15pm - Training

Wednesday 28 June at 6.15pm - LGB

18. Determination of Confidentiality

Staff Changes