

OCKLYNGE LOCAL GOVERNING COMMITTEE
5 P.M. MONDAY 15 JANUARY 2018

Minutes of a meeting of the OLGc held at 5 p.m. on Monday, 15 January 2018

1. Attendees: Gareth Baker (GBa), Carole Bradbrook (CBr) Co-Chair, Di Clarke (DCI), Rose Godfrey - Member (RGo), Huxley Knox-Macaulay (HKn), Jon Reynard (JRey), Anne Wardle (AWa) Co-Chair, Jessy Wilson (JWi) and James Woodward (JWo)

Others present: Jo Campbell, seconded deputy Headteacher and Di Hicks (DHi) - Clerk to Governors for minutes

2. Apologies: Bill Roddick (BRo) unwell and Debbie Sear (DSe)

AWa welcomed all to the first meeting of the OLGc and introductions made.

3. Declarations of Interest: None

4. Minutes of meeting held on 15 November 2017: These were the last minutes of the previous Ocklynge FG at which some of the governors present were involved and which required signing off. Following one minor typo they were signed by CBr.

5. All matters arising from those minutes were addressed elsewhere in the agenda.

6. Terms of Reference (ToR): No questions were raised on the ToR circulated for both LGCs based on the SDLT Scheme of Delegation (to be circulated with the minutes).

Terms of Reference Approved

DHi to add to new governors' induction pack

7. Local Finance update: TCo introduced the item explaining that the LGCs won't regularly receive a detailed financial statement as budget and resources were within the Trustees remit but she will update the Committee on balances, focusing on different areas of the budget i.e. PP and premises, and more operational school matters. TCo received the budget from the EFA at the end of last week; this equated to 9/12ths of the ESCC budget, December to August, this mirrors the Ratton budget. TCo may need to make small adjustments to this figure as she is still awaiting the close down figures from the LEA as at the end of November. These will be released in due course. TCo has weekly discussions with JRey and HKn, discussing staffing and premises. By the end of January TCo will have a much clearer picture of the budget, having gathered in all the income streams and will then be planning for the next 9 months. TCo to submit the first budget to the Education Funding Agency (EFA) by end of January.

TCo clarified how the PP income differs from normal budget. Timing of the budget is different with EFA funding received in September with the capital and PP budget received April through to March. TCo also confirmed that the budget comes in as one to the MAT and she then allocates it into two different bank accounts. To a question about whether Ocklynge was running at a loss, TCo confirmed that it was, but we hope to set a balanced budget. The budget has shown no surprises. Any loss of pupil numbers could cause a future financial problem, however TCo is going through the budget line by line to identify savings for Ocklynge as she and HKn already do for Ratton. To a question on whether the Ofsted report had affected the number of pupils wanting to join Ocklynge, it was confirmed that numbers were down to 190 (from the 210 pan) but this was a similar pattern at some other schools in Eastbourne. In fact the slightly lower numbers, although not sustainable financially in the long term, were easier to manage in class.

8. Roles & Responsibilities (R&R) plus Mentors: *(Please refer to the R & R list circulated prior to the meeting for full details on individual responsibilities.)* The R&R list was handed out at the meeting and discussed with governors. Mentors were listed in the report. Once the one community vacancy is filled, that person will be appointed to support Bill Roddick in his role.

It was stressed that all matters discussed in the LGC were confidential. If any parent approached a governor for advice she/he is advised to put that person in touch with the appropriate person in school or refer them to reception for a contact rather than trying to solve a problem oneself. SLT links for visits are listed below:

- PP & SEND - Sylvia Berhane and Sharon Knights
- Behaviour - Sylvia Berhane and Sharon Knights
- Teaching, Learning & Assessment - Zoe Linzey and Jo Campbell.

Please visit in pairs by 7 February having made arrangements with the appropriate SLT member. Please use the visit template (*tied in with the RADP*) and read accompanying visiting notes from AWa before the visit (*emailed to the LGC separately*). Feedback visit forms need to be approved by the appropriate SLT and Headteacher. Once cleared the form will be sent to AWa and then circulated to all governors by 20 February, the next meeting being on 27 February. Please ensure all visit feedback reports are read before the meeting so governors are in a position to challenge or ask questions at the meeting.

Action DHi to send template and report writing guidance asap.

9. Headteacher's reports:

Teaching, Learning & Assessment Project Group (TLPG) - Jo Campbell presented. (Please see report for full details.)

JCa (on secondment at Ocklynge until the end of this term) went through the 3-page report explaining how the TLPG had operated and its components and impact. (attached)

JCa has taken on board best practice from another school (Tollgate) and the strategy includes working with another partner (Pevensy and Westham).

Questions and governor comments included:

The number of changes that needed to take place with regard to TLA at Ocklynge meant it was essential that the SLT were able to take the staff with them. JCa has been working with a group of 7 staff and the group led by JCa have been leading essential aspects of change within the school. JCa was conscious that these changes needed to happen rapidly but she felt that supported by the group of 7 they were taking the staff with them. Training had taken place for all staff on the new strategies on the school Inset day, and regular training within the weekly staff meetings. These strategies will lead to stronger Year 6 outcomes and in the longer term be embedded good practice across all year groups

Five teachers have been identified as in need of further training from the previous term. JRey & JCa are confident that the teaching for 4 of them can be improved. There may be the need to use a more formal approach with one colleague. In response to a question from a governor as to whether these 5 staff were aware, JRey confirmed they were.

GBa asked if these new expectations for staff were part of their appraisal objectives. HKn confirmed the introduction of these had come too late to ensure individual targets were always directly linked. However, these could be revisited through the planned KIT meetings.

Checking on how the plan was monitored, it was confirmed as part of the leadership group monitoring plan.

Thanks to Jo for presenting the report.

The Attainment and Progress Term 2 report was tabled and JRey's presentation is attached to the minutes for full details) JRey worked through the report and presentation.

RADP - (Please refer to Terms 1 - 4 of the RADP which had been circulated prior to the meeting for full details) This was still being developed.

Term 2 Data Pack - (Please refer to the 2-page report outlining issues and questions)

A target tracker tool was being used for recording data and to record ARE (Age Related Expectations) which in turn produces a lettered response (b,b+,w, s & s+) to identify the child's correct attainment point. JRey responded to a question of whether the children understand the plan, JRey explained that this is a teaching tool and not for the children.

The data provided from target tracker for each year group identified gaps in progress and attainment for PP children and in Year 4. The SLT have responded to this data with an action plan for each year group.

RGo asked for future could governors be provided with the national PP data for comparison.

Action: JRey to provide when available.

A question was asked if the issues in Year 4 had been identified when these students were in Year 3.

Action: JRey to confirm.

Ofsted had identified gaps and concerns in regard to PP children and the attainment of high prior attainers.

Target tracker does not address individual targets for each child. Further/ future work can achieve this.

To support teachers in the classroom and with their planning to meet pupils needs

Target tracker should identify current attainment of each pupil and their targets, including attainment from the end of KS1.

Action: JRey will show teachers how to do this and provide individual teachers data sets with this information.

Concerns were also raised surrounding the Year 4 progress & attainment and what was happening to address this? The Acting Head of Year 4 to share successful strategies and good practice.

Action: JRey to follow up.

Consistency of data %'s were contradictory and needed to be explored further.

Could governors have copies of WAC & MAC to see at the next meeting?

Action: Examples to be provided for next meeting. DHi Agenda

Action: JRey to circulate the SEND report.

JRey reported on the summary of the intervention plan (to be circulated to governors) with common areas across the classes. Live marking in class is now in place. Interventions are available most days, with a PP priority on intervention.

Action: JRey to circulate intervention plan.

Concern was raised about the pace needed to bring about the required improved outcomes for this year.

Action: JRey & SLT to monitor.

Attendance and Behaviour - (please see presentation) It was confirmed that national standards of expected school attendance to be above 95%. Ocklynge is currently 96% overall. It was acknowledged that attendance in Year 6 is a concern and was being monitored.

Tracking lateness was not being undertaken yet but JWo will discuss this with Corrine Lewis at a governor visit.

JRey reported pupil Time- Outs were being reduced as behaviour expectations became embedded throughout the school. Question: Could this mean behaviour is improving and incidents reducing or teachers are not issuing sanctions.

Action: To keep under review.

Action: JWo to follow up lateness.

10. Safeguarding: CBr had requested some very urgent work on the Single Central Register (SCR) and Lorraine and Sarah had been working on it every day since. JRey was confident that progress had been made on the SCR and it should be completed by the middle of next week. After-school safeguarding arrangement had been signed off as 'good' and a second visit regarding before-school arrangements was due to be made shortly.

Action: CBr and AWa to do a check on the SCR the coming Friday (19th January) and will update the Committee on the progress in due course.

11. Pupil Premium: (see attached tabled presentation and data pack - issues/questions sheet circulated prior to the meeting for full details) JRey introduced this item pointing out that PP was included in the data set. Improved quality of teaching was having a real impact on this priority group plus access to extra-curriculum work.

The identified strategies for working with these students are non-negotiable. PP pupils take priority in all matters, ie: marking, intervention. St Pauls Burgess Hill had carried out a peer PP review and the school is working on the identified actions. Support from Coldean and Angelton is on-going.

A video on PP had been shown at a staff meeting by SBe which included low self-esteem and mental health issues, important topics to discuss for PP students. JRey confirmed the current PP statement and action plan had been added to the website.

12. Policies: (circulated prior the meeting) AWa explained that those policies appropriate to the MAT will be reviewed by the Trustees Board but those specific to primary/junior and secondary education will be reviewed by the LGCs respectively. The policies discussed were:

Behaviour - this had been submitted at the 15 November meeting but required some rewriting. The improved version was **approved**.

Statutory

Annual

Review January 2018

Anti-Bullying - minor formatting changes only and **approved**.

Approved

Annual

Statutory

Values Based Education - minor formatting changes only and **approved**.

Approved

Annual

Non-Statutory

Whistleblowing - the policy adapted from a County version would be a future MAT policy and considered by the Trustees.

Approved

Annual

Stat

Code of Conduct - there was concern with the reference to social contact (page 13), in particular governors attending political protests, but the County originated policy was geared to cover as many scenarios as possible rather than rigid instruction. This was an interim Code of Conduct for Ocklynge until a final MAT policy was developed. Once the MAT Code of Conduct was in place all staff would be required to sign it as read.

Action: DHI - All policies will be put in the same format with similar front sheets depending on SDLT, Ocklynge or Ratton and downloaded on to the appropriate websites.

13. Training: An initial plan of training had been drafted as it was important to prepare governors for their roles and responsibilities, in particular, for new governors to undertake the induction training.

AOB: From the 18 December meeting a list of what makes a great team had been collated by governors and this list was circulated to the committee to remind them of the importance of the team ethics.

14. New date of next meeting: to accommodate all members of the committee, OLG dates will alternate between Monday and Tuesday evenings at 5 p.m., the next meeting to be held on Tuesday 27 February 2018.

There being no further business the meeting finished at 7.00 p.m.

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Chair of Governors