



**LONDON BOROUGH OF BROMLEY
EDUCATION COMMITTEE**

MINUTES of the Meeting of the Governing Body of
PRATTS BOTTOM PRIMARY SCHOOL held at the School on
Wednesday 15th November 2017 at 6.00 pm

<u>PRESENT:</u>	Mr T Linnett Mrs E Hodson Mr P Hudson OBE Mrs J Riley Mrs K Savage Mrs C Bone Mrs N Lippert Mrs J Jensen Mr P Ioannou
<u>ALSO PRESENT:</u>	Mrs S Lavelle Mrs S Borrett, Clerk to the Governors
<u>ABSENT:</u>	Mr T Storey

Mr Hudson welcomed Mrs Jensen and Mr Ioannou, the two new parent governors, to the meeting and they briefly introduced themselves followed by all the current governors.

All the documents relating to the agenda were circulated in advance of the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr Murfitt and were approved by the governors.

2. DECLARATION OF PECUNIARY INTERESTS

The committee declared that there were no pecuniary interests.

3. GOVERNING BODY CONSTITUTION

3.1 Two new parent governors have recently been elected and all the current vacancies have now been filled.

3.2 Mr Ioannou has nearly 30 years experience in the financial services sector and he was invited to join the Resources Committee. Mr Ioannou accepted the invitation and it was confirmed that Mrs Jensen would join the Curriculum Committee.

4. APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON THE 7TH SEPTEMBER 2017 AND CONSIDER ANY MATTERS ARISING

The minutes of the meeting held on 7th September 2017 were approved by the governors and signed by the Chair. There were no matters arising.

5. HEAD OF SCHOOL'S REPORT

The following points were highlighted in the report:

- 5.1 Ofsted has confirmed that from October half term approximately 20% of schools who are rated as "Good" will automatically receive a full two-day inspection instead of a short inspection.
- 5.2 Ofsted has developed new Inspection Data Summary Reports (IDSR) to replace the previous inspection dashboard. The reports will highlight areas for inspectors to investigate and the school will include these areas in the School Improvement Plan (SIP). The reports were released yesterday and will be fully analysed and discussed in detail at the next Curriculum meeting.
- 5.3 Mr Hudson highlighted a report published two years ago by the LA based on the old national standards where Pratts Bottom Primary School were top of the SOLA schools with their results. Progress results over the last two years have been disappointing since the introduction of the new curriculum where the new standards are considerably more demanding. Many schools have found teaching and assessing the new curriculum challenging. One of the key points of the SIP is to ensure the school embeds consistent systems around planning, teaching and assessment to enable the teachers to get the best possible outcome for each child. The school's aim is to get the systems in place by Easter and meetings have been held with the teachers to discuss and set challenging targets for each individual child based on prior attainment.
- 5.4 Mrs Lippert has now been trained as a Designated Safeguarding Officer and will be able to lead any Safeguarding issues in the absence of Mrs Hodson and Mrs Fogden.
- 5.5 A number of successes have been celebrated so far this term including a gift of £1000 from Admiral Insurance following their Pratts Bottom advert. Some of these funds may be used to replace the projector and whiteboard in Gemstones. This will be discussed further at the next Resources meeting. **Mrs Hodson will let parents know how much was raised at the 'Spooky Bingo' in this week's newsletter.**

Mr Hudson thanked Mr Linnett and Mrs Hodson for the clarity of the reports that had been provided to the governors.

6. SIP UPDATE

The School Improvement Plan has a three year target which has been adapted slightly since September and is a document which will be added to and grow. Reviews will take place each term and regular reporting will be sent to governors. A number of objectives have already been achieved and some have been expanded. The following points were highlighted:

- 6.1 Assessment systems, which can be used effectively by all staff have been adapted and are being implemented. Progress trackers for all children have been set up and key objective sheets have been created for staff to use and are being introduced this month. The school has also purchased some standardised tests for years 1-6 which can be used to support and moderate teacher assessment. Progress reports will be shared with governors on a termly basis. The format of the tests will be shared with the Curriculum Committee.
- 6.2 Each week in-house teacher training takes place and is based on an objective from the SIP.
- 6.3 The quality of teaching has been analysed following lesson observations and training has been put in place. This mainly focuses on Maths using Maths Mastery and whole class teaching to ensure all the needs of the children are being met, particularly with more able learners and those with SEND.
- 6.4 The teaching of phonics and spelling has been reviewed and changes have been made which will have an impact on standards of writing. Regular phonics screenings are taking place and a phonics tracker set up to monitor progress. The changes have been implemented in Years One and Two and from next Monday targeted children in KS2 will have a 20-minute phonics session each day.
- 6.5 The School Values have been reviewed by both teachers and children and **will be sent out to governors and parents for feedback.** There are five revised values and the aim is to ensure

that all the values are embedded into all aspects of school life. Homework with a competition will be sent home to highlight the values and there will be an assembly on each value every week after Christmas. Homework for that week will be based on that value.

6.6 Targets have been set for the non-reporting years, 1, 3, 4 and 5 to show where these children should be by the end of the year. The aim is to ensure that attainment and progress in core subjects are above the national averages including the proportion of children reaching greater depth. It is felt that due to the size of the school and the small class sizes the targets are bespoke to the school and may not always match the SOLA targets.

6.7 In EYFS additional support is being given to ensure that the needs of all pupils are being met, particularly the more able and those with SEND. In house training has taken place to ensure that the EYFS provision is set up to enhance learning.

6.8 **The SIP will be published on the school website and Mr Linnett will produce a summary of the SIP to be sent out with the school newsletter.**

7. **REPORTS FROM COMMITTEES**

7.1 **Curriculum Minutes**

Mrs Savage briefly highlighted the main points from the last Curriculum meeting, which included:

- KS1 to KS2 progress figures were negative for the second year running in all three core subjects.
- Attainment across the school was discussed and was deemed to be broadly good.
- The need for accurate on-going assessment systems was discussed, which need to be manageable for teachers to update on a regular basis. These are now being implemented.
- It was agreed that although teaching across the school has good elements more needs to be done for More Able Learners, which is being addressed.

It was agreed that the school should fully utilise the resources available within the trust for training and advice and the school are actively pursuing these opportunities.

7.2 **Resources Minutes**

Mrs Riley highlighted the following points following the last Resources meeting:

- The consolidated accounts will be discussed at the next SOLA meeting and need to be filed by Christmas.
- The school is under pressure financially and currently there is uncertainty over next year's budget.
- An LA Schools Forum consultation is due to take place to discuss the National Funding Formula and another consultation on SEN and high needs funding.
- The funding ratio between primary and secondary schools in Bromley has previously been in favour of the primary schools but this may change in the future.

Mr Linnett is working on a financial recovery plan, which will be presented to governors after Christmas.

8. **SKILLS AUDIT**

Mr Hudson has recently conducted a Skills Audit and a summary was handed out. It was agreed that following the audit and the recruitment of two new parent governors, all the required skills are adequately covered by the expertise of the current governing body members. Mr Hudson also highlighted the importance of utilising the Octavo training programme that all the SOLA schools are now signed up to.

9. **GOVERNOR CODE OF CONDUCT**

The Governor Code of Conduct was last reviewed in January 2017 and no further changes were deemed necessary at this time. **Each governor was asked to sign and return a copy of the agreement.**

10. GOVERNOR TRAINING – FEEDBACK

- 10.1 Mr Hudson and Mr Storey recently attended the Governor Forum with the LA where the focus of the meeting was on SEND.
- 10.2 Mrs Riley has attended Safer Recruitment Refresher Training.
- 10.3 Mrs Lavelle advised that this year the school were fortunate as the Highway paid for half the school's governor training subscription fees, which were £800 in total. **Mr Hudson will send a letter of thanks.**

11. CONFIDENTIAL ITEMS

The Governors resolved the items to be treated as confidential within the terms of the Regulations.

12. DATES FOR FUTURE MEETINGS

A meeting schedule for 2017/18 was circulated prior to the meeting.

- 12.1 Mrs Riley is unable to attend the FGB meeting on Wednesday 28th March 2018 and a revised date of Wednesday 14th March was agreed.
- 12.2 James Turvey and Nicola Diamond would like to attend a FGB meeting at each of the SOLA schools and Mr Hudson has invited them to one of the meetings in either March or July.

13. ANY OTHER BUSINESS

- 13.1 It was agreed that formal governor visits should take place each term on a focus area of the school. **A provisional date will be arranged for a visit next term.**

The meeting closed at 7.35pm

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Chairman

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Date