



## OLD TOWN INFANT SCHOOL AND NURSERY

### MINUTES OF A MEETING OF THE WHOLE GOVERNING BODY

Held on Wednesday 29<sup>th</sup> November 2023 at 5.30 pm

**Present:** Doug Gubbins (DG), Lesley Hole (LH), Caroline Chase (CC), Rebecca Braunton (RB) virtual, Mel Searle (MS), Jay Eastwood JE (virtual), Mike Randall (MR), Robert Ayres (RA)

**In Attendance:** Martine Whittle (Clerk), Katy Brunton (virtual) – Teacher, Jeff Adams (JA)

		Action
1	<p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting. No apologies. Jeff Adams introduced as new co-opted governor.</p>	
2	<p><b>Presentation on Pupil Premium &amp; Writing – KB</b></p> <p>KB joined the meeting virtually to give an update to governors. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Pupil Premium numbers in school are increasing, currently 66.</li> <li>• Overview of CLP data shows OTIS looking strong and in line with objectives.</li> <li>• Phonics – PP at 79.1%, non PP 76.4%</li> <li>• End of KS1 – 45.8% combined</li> <li>• Writing results have dipped, these will be monitored.</li> <li>• Overall gaps closing between PP and non PP.</li> </ul> <p><b>Comment – this shows that the interventions put in place have resulted in closing the gap, starting to see benefits.</b></p> <p>KB outlined the PP strategy.</p> <p><b>Question – governor asked for clarification on Rosenshine Principals</b></p> <p>KB explained how lessons are broken down, topics revisited before something new is introduced. Topics are modelled and then tried with the children before independent practice. This is used across all curriculum topics now.</p> <ul style="list-style-type: none"> <li>• PP funding is used to cover cost of TA's in classes. They provide valuable support either 1-1 or small groups and in the full class.</li> <li>• It is important for children to learn in class rather than small groups.</li> <li>• CPD opportunities are available to upskill TA's.</li> <li>• EAL children required more support and this is being reviewed by KB and JT.</li> </ul>	

	<ul style="list-style-type: none"> <li>All class staff are involved in weighted conversations. (RB joined meeting virtually)</li> </ul> <p><b>Targeted Academic Support</b> includes pupil conferencing – time with children looking at work, and looking at improvement.</p> <ul style="list-style-type: none"> <li>This intervention is always with a teacher.</li> <li>Year 1 focus is phonics, Year 2 focus is writing. Early years – EAL.</li> <li>Wider strategies include pastoral support, engagement with families, time to shine assemblies and curriculum overviews each half term.</li> </ul> <p><b>Question – where does the bulk of money go for the wider strategy?</b>          Answer – PCW, ELSA and Stormbreak.          DG advised that there is some funding this academic year to cover COVID catch up, £11831 and the school has to add 20% to this amount.</p> <p><b>Question – do you have to add to the other funding streams?</b>          Answer – no, just the targeted support.</p> <p><b>Writing</b> – this is a big focus at OTIS.</p> <ul style="list-style-type: none"> <li>The majority of support is with Year 1. Children are split into groups according to ability.</li> <li>It is important for children to feel confident in each step.</li> <li>KB gave explanation of the focus of lessons and what the aim is.</li> </ul> <p>(1800 JE left meeting remotely)</p> <ul style="list-style-type: none"> <li>Moderation will be undertaken by CLP which will indicate how children are progressing.</li> </ul> <p><b>Question – governor asked about the data figures which were highlighted on the document.</b>          KB advised that not all data has been submitted, teachers have until 1<sup>st</sup> December to complete.          DG gave a brief explanation about data analysis. Some results maybe over cautious however, Year 2 have had 6 new arrivals whose ability is not on target. Moderation will help with data checking.</p> <p><b>Comment – there is always a story behind data.</b>          KB advised that the autumn term is difficult for data.</p> <p><b>Question – when learning walks have been completed, were there any issues with common themes?</b>          Answer – teachers were not correcting children’s writing posture. Now seeing improvement after some changes/adjustments. Year 2 have a big range in ability which is a challenge.          Governors thanked KB for presentation.</p>	
3	<p><b>Business Interests declared.</b></p> <p>No new interests were declared.</p>	
4	<p><b>Minutes of meeting held previously on 2023:</b></p> <p>All minutes were agreed as a true and accurate record.          Matters arising:</p> <ul style="list-style-type: none"> <li>Website healthcheck will be completed in January by outside company, free of charge. This will ensure the website is compliant with DfE guidelines.</li> </ul>	

	<ul style="list-style-type: none"> <li>MS met with Site Supervisor before H &amp; S audit to give support and ensure compliant. Travel plan still outstanding.</li> </ul> <p>Visit report completed and available on Governor Hub.</p> <p><b>Action</b> – Travel Plan to be included on Agenda in spring term.</p>	
5	<p><b>Head Teacher Report</b></p> <ul style="list-style-type: none"> <li>Safeguarding Audit has been completed and has been uploaded to the Governor Hub.</li> </ul> <p><b>Question – is there anything of concern to DG?</b>          Answer – LADO involved with a concern over a staffing matter. Brief details were given. HR and LADO to meet with DG by end of week to discuss way forward.</p> <ul style="list-style-type: none"> <li>School status Report is being finalised and will be uploaded to Hub.</li> <li>Finance – Sept/Oct show positive figures however, November will see an increase in supply costs.</li> <li>One teaching assistant has given notice to leave at end of term and agency cover working with SEN child on 1-1 basis leaves at end of term as well. The level of need is high with this child and special provision is required.</li> <li>MDSA vacancy has not yet been filled, lunchtimes are challenging.</li> </ul> <p><b>Question – has there been any development with the non-attender over PHSE lessons?</b>          Answer – child’s attendance is at 67% and a letter has been sent. BCP case worker has picked up the case and attendance must improve within 15 days. Family are currently looking at alternative schools.</p> <p><b>Question – could the child attend school but just not take part in the lessons?</b>          Answer – No, school cannot support this request. Parents have a right to withdraw from RE lessons but not PSHE.</p> <p><b>Question – is the family receiving any support?</b>          Answer – they are open to early help who are aware of the situation.</p> <ul style="list-style-type: none"> <li>Sport Premium – Teaching Assistants and MDSA’s have received training from Happy Lunchtimes. Very positive feedback and staff have been seen using the activities at lunchtimes with children.</li> </ul>	
6	<p><b>Parent Survey Results</b></p> <ul style="list-style-type: none"> <li>All information is available on Governor Hub.</li> <li>98.4% would recommend OTIS.</li> <li>Results were anonymous so difficult to react to the comments.</li> <li>Benchmarking tool issued by CLP show where OTIS sits within trust schools.</li> </ul> <p><b>Question – do we know how these results compare to last year?</b>          Answer – no, results were not compared last year.</p> <ul style="list-style-type: none"> <li>Governors discussed results.</li> <li>DG pleased with results and will write to all parents addressing any comments.</li> </ul> <p><b>Question – have survey results been shared with staff yet? They will be pleased to see them</b>          Answer – no, governors first to see them.</p>	

7	<p><b>LGB Business</b></p> <ul style="list-style-type: none"> <li>• Visits have been undertaken and reports submitted. These are uploaded on Governor Hub for all to see. Governors gave a brief update on their visits.</li> </ul> <p>LH – Early Years Visit MR – Science MS – H &amp; S</p> <p>Governors discussed the benefits of the visits and whether some visits could be merged to help with time management and how often visits should take place.</p> <p>Governors discussed learning walks in school, DG gave an explanation of how and when learning walks happen at OTIS.</p> <ul style="list-style-type: none"> <li>• RB is due to meet with KB for learning walk.</li> <li>• Governors to join learning walks in spring term.</li> </ul>	
8	<p><b>Policies</b></p> <p>Lockdown Policy Following recent lockdown practice in school, some changes have been made to the policy. MW highlighted the changes and the reasons behind them.</p> <p>Policy ratified.</p>	
9	<p><b>H &amp; S Update</b></p> <p>MS updated governors following her meeting with Site Supervisor. H &amp; S Audit undertaken, results not yet received. Scaffolding required to inspect the roof following leak, this is being co-ordinated by CLP premises team.</p>	
10	<p><b>School Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• School status report being updated.</li> <li>• Vision and Values continue to be embedded at school. Respect has been a focus this autumn term along with Resilience, which is in progress. Children are working hard to earn rewards based around these values.</li> <li>• The book vending machine is still used to reward reading.</li> <li>• Middle leadership is slower to progress than other areas in the SDP but is being worked on.</li> </ul>	
11	<p><b>Questions Governors need to ask</b></p> <p>MR provided a document for governors to read. This is available on Hub. Governors agreed this links with the Health Check on Hub and will complete the check by January 15<sup>th</sup>. Answers will be collated and compared at next meeting. <b>Action.</b> LH to lead this topic.</p>	

12	<b>Date of Next meeting;</b> <b>Wednesday 31<sup>st</sup> January 9<sup>th</sup> November at 5.30pm</b>	
12	<b>Key Message for Trust:</b> None at this time.	

Meeting concluded at 19.30 hours

Signed ..... (Chair) Date .....

**Actions:**

1. Travel Plan to be discussed in Spring Term
2. All Governors to complete Health Check on Governor Hub by 15<sup>th</sup> January
3. Clerk to invite Deborah Zachary to meeting in Spring Term for training.