



OLD TOWN INFANT SCHOOL AND NURSERY

MINUTES OF A MEETING OF THE WHOLE GOVERNING BODY

Held on Wednesday 24th April 2024 at 5.30 pm

Present: Doug Gubbins (DG), Lesley Hole (LH), Caroline Chase (CC), Mel Searle (MS) virtual, Jay Eastwood JE, Jeff Adams (AJ)

In Attendance: Martine Whittle (Clerk), Peter Farrington (observer), Debbie Zachary (trainer)

		Action
1	Welcome The Clerk welcomed everyone to the meeting. LH to chair meeting. Apologies from Mike Randall – delayed return to UK, Rebecca Braunton – Work commitments. Peter Farrington introduced as prospective new co-opted governor.	
2	Presentation on Ofsted for Governors – DZ Debbie Zachary joined the meeting to give governors some guidance on an Ofsted visit, and how governors can prepare. A training summary was provided in advance with paper copies available on the night. Governors were able to make their own notes.	
3	Business Interests declared. No new interests were declared. LH advised no longer involved with Jigsaw program.	
4	Minutes of meeting held previously on 31st January 2023: All minutes agreed and signed as an accurate record of the meeting. No matters arising. All actions completed. Governors gave brief feedback on the All Governor training event.	

<p>5,</p>	<p>Head Teacher Report – DG</p> <p>All information was available via Governor Hub. DG highlighted the following points:</p> <ul style="list-style-type: none"> • Behaviour in school is challenging. • Staff absence has resulted from some behaviour issues. • Staffing levels are improving through use of agency cover. • Two suspension warning letters have been issued. • Advert for Teacher vacancy from September is currently live. This will be fixed term to cover continuing maternity leave. <p>Governors asked about the time line for teacher on maternity leave. DG advised that they have to notify school 8 weeks prior to return. Discussion around the post and vacancy and options for school.</p> <ul style="list-style-type: none"> • Advert for Teaching Assistant also live. This is also for a September start to enable school to see what interest there is in the post. • One teacher is currently receiving support to continue in role. There has been quality assurance by ECT Hub and support in school and externally with other schools (observations). Most likely this teacher will need to extend their placement, but not at Old Town. <p>Question – was this a CLP appointment? DG – Yes, this was an internal transfer. It is important to learn from this process. The Head Teacher needs the right to see a prospective employee practicing in the role and the right to decline. Information from the previous school was received late and should have been addressed sooner by them. There is a duty of care to the teacher’s wellbeing. They are also managing a very difficult class.</p> <p>Question – could pupils be moved to another class to help alleviate the situation? DG – this would not be suitable in this situation, it is better to support one teacher at this time.</p> <p>Data Headlines</p> <ul style="list-style-type: none"> • Nursery matched children (September – March) • Literacy shows at least some level of achievement. Changes made in classes and some improvements being seen. • CC gave outline of practices however, the biggest barrier is EAL. <p>Question – what is happening in current nurse to make ready for reception in September? DG – nothing specific in place however, Phonics being taught in class each day. Nursery also have EAL and SEND issues in current cohort.</p> <ul style="list-style-type: none"> • SDP 24/25 – school approach to EAL pathway. <p>Question – what percentage of EAL children in school? A – 38.3% or just under 10% of whole school</p> <p>Question – what is the general strategy? A – KS1 have mixed groups for Phonics according to ability. In Reception there are separate groups for different levels.</p> <ul style="list-style-type: none"> • Year 1 Phonics – mock tests in January and March. Interventions have been used. Two phonics sessions in class each day. Also, targeted teacher interventions. 	
-----------	---	--

	<ul style="list-style-type: none"> Y2 Phonics re-takes – results are in a vulnerable position but there is a story behind all the data. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> 4 cases to LADO for advice and quality assurance on school's decisions. All cases have been closed. One staff dismissal. No further LADO involvement since January. 	
6	<p>SEND update – September admissions</p> <p>DG updated the governors with details of a possible 13 children with EHCP's joining the school in September. 10 of these places have been accepted. There are some significant needs among with group. DG & MR have been in contact with the LA and Trust staff are also supporting. DG explained the need for an SEN hub within the school. Governors need to be prepared for results to be impacted. Governor suggested that it may be worthwhile visiting another school with a Hub in situ to gauge what would be needed.</p>	
7	<p>Pupil Voice – JA</p> <p>Governors were given a brief update on the visit to school to complete the pupil voice. A very positive day, JA spent the day with students, using the CLP questionnaire for schools. The form is designed as an online form and not entirely suitable. Feedback has been sent to the Trust. A mixed group of students took part and all students gave similar responses. All students who took part said they love coming to school and those in Year 2 were not looking forward to leaving. Maths was a popular subject. Poor behaviour was recognised but did not appear to disrupt the children, they were aware of the staff dealing with any problems. The results of the survey have been added to the governor hub. Governors asked that staff be given the results as well. Action – clerk to email all staff.</p>	Action
8	<p>Policies</p> <p>Trust approved policy details given on Briefings emailed through</p>	
12	<p>Date of Next meeting;</p> <p>Wednesday 22nd May at 5.30pm</p> <p>Wednesday 26th June at 5.30pm</p>	

12	Key Message for Trust: None at this time.	
----	---	--

Meeting concluded at 19.30 hours

Signed (Chair) Date

Actions:

1 Pupil Survey results to be sent out to staff – clerk.