



OLD TOWN INFANT SCHOOL AND NURSERY

MINUTES OF A MEETING OF THE WHOLE GOVERNING BODY

Held on Wednesday 26 June 2024 at 5.30 pm

Present: Doug Gubbins (DG), Mike Randall (MR), Lesley Hole (LH), Caroline Chase (CC) (virtual), Peter Farrington (PF) Jay Eastwood (JE).

In Attendance: Martine Whittle (Clerk),

		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <p>1.1 Apologies received from:</p> <ul style="list-style-type: none"> • Jeff Adams – Business • Mel Searle – no reason 	
2	<p>Business Interests Declared</p> <ul style="list-style-type: none"> • No changes declared. 	
3	<p>Minutes of meeting held previously on 22nd May 2024:</p> <p>All minutes agreed and signed as an accurate record of the meeting. No matters arising.</p> <p>All actions completed.</p> <p>Points highlighted from minutes:</p> <ul style="list-style-type: none"> • EAL will be on SDP as Priority 2 • SENCo staffing – two years to plan succession • DZ challenge visits will continue in 2024/25 with 3 visits. Trust staff will undertake a visit around DT in school. DZ will look at reading • Parent Focus Group will meet once more before end of term – this group is self-nominated, and open to all parents. DG sets agenda to help discussion. The next agenda will include home learning agreement which will come into use next academic year. • PF volunteered to attend this meeting on behalf of LGB. 	
4	<p>Head Teacher Report</p> <ul style="list-style-type: none"> • End of year outcomes are being reported. • Phonics showing at 80.7%. (PP 94.7%, EAL 73.6%, SEND 77.7%, Boys 82.7%, Girls 78.2%.) 	

- Year 2 Phonics retake – 85% (49/58, 9 children did not pass the screen).

Comment – these results are very positive. Governors discussed the results in more detail.

- Reception figures to be confirmed by end of week.
- Positive results so far.
- Data has been loaded to the portal and Ofsted will have access to these.

Comment – as usual there is a story behind the figures.

- Next steps being prepared ready for new year. Phonics programme begin tweaked. OTIS does not follow an accredited scheme

Question – there will be queries around why an accredited scheme is not used and so are the team confident delivering the chosen method and answering to Ofsted?

Answer – Bug Club teaching scheme is used and children’s levels are constantly monitored. A systematic approach is used in school.

Question – will catch up sessions continue next year?

Answer – this will be determined by a very tight budget.

Question – what about the year one children who did not meet the required standard?

Answer – Year 2 children will have teacher led sessions.

School Improvement

- Writing – good gains have been made.
- Year 1 to Year 2 showing great progress.
- Reception have weakest early learning goal.
- Kinetic Letters programme being introduced in YR and Y1.

Question – what about reading outcomes?

Answer – Results are down on last year.

- PF gave feedback on recent visit to school to meet KB to discuss writing.
- Full report available on Governor Hub.
- Advice taken from Ofsted Literacy Report.
- Writing will continue on SDP next year – PF to follow through.

Vision and Values

- Four values identified and introduced during this year.
- Respect, Resilience, Independence have been introduced to the children and Curiosity will be carried over to the new school year. These are still not fully embedded into the curriculum with more work to be done.

Question – can the children identify the values?

Answer – yes.

Middle leadership

- A lot of work has been undertaken on this over the year. Governor visits and DZ visits have formed part of the work.
- Middle leaders have taken ownership of subjects and CPD.
- Next year work will continue within the vision and values remit.
- DZ has had a positive impact in this area.

	<p>T & L Policy DG gave a brief explanation about this policy and how it is being implemented in school, taking into account the different levels of learning ability.</p> <ul style="list-style-type: none"> • Governors were shown a document which is visible in each classroom as a reminder to all staff. • MR gave a brief explanation about Ofsted expectations in this area. • DG reminded governors that next year there will be a number of new teachers to school and how this will be addressed. • Inset days will include statutory training and then a run through with all teachers so that they are all onboard. It will be vital to keep an eye on new teachers. <p>Question – are there challenges with a systematic approach for all subjects? Answer – DG outlined the process and explained that guided practice is an area to work on. It has only been introduced this year and will be fully embedded.</p> <ul style="list-style-type: none"> • CC – gave governors a teacher’s perspective and commented that refresher training would be beneficial for everyone. 	
<p>4 cont'd</p>	<p>School Development Plan 24/25</p> <p>Priority 1 – Writing Priority 2 – Oracy and Vocabulary Policy (encompassing EAL) Priority 3 – Vision and Values (to include Middle Leadership) Priority 4 – SEN Base (work in progress, DG is currently writing the rationale, governors to be part of this).</p> <p>Discussion around these new priorities.</p>	
<p>4 cont'd</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> • Updated Safeguarding report has been added to Governor Hub. • No LADO this term. • Good relationships with BCP team. • Good feedback on PCW and Roots to Help. 	
<p>4 cont'd</p>	<p>Staffing 24/25</p> <ul style="list-style-type: none"> • Two teachers appointed from recent interview process. • CD will work in Reception • AD will work in Year 2. • Both have a one year fixed term contract. • KE & KBU will cover one maternity leave (due December) • LCam will cover KBr Adoption leave (expected midway through autumn term). 	

	<p>Governors discussed the financial implications of the maternity leave on the school budget. MR thanked DG for all the work on the budget and staffing structure.</p>	
5	<p>SEND</p> <ul style="list-style-type: none"> • MR & DG outlined the recent developments around the proposed number of SEN pupils expected in school in September. Numerous meetings and negotiations have taken place in recent weeks with the final agreement that BCP will fully fund 1 teacher, 1 HLTA and 2 TA's to work in the SEN base with 9 children. • BCP will have ownership of the children in the base. • Positions have been advertised but little interest to date. • Some building work will be required to make the room fit for purpose and also to find additional space for OTIS staff and children to use. • Resources will be need for base but advice will be taken as to what to purchase, this is however, very much dependant of the needs of the children who will be in the base. • To date, no details have been given to school as to which children will be offered a space. • If time allows, DG would like to visit a SEN base already operating in another school. Governors invited to join him for the visit. <p>Comment – agree that it is impossible to plan without knowing which children will be in the base. Question – what will happen to children if base is not ready at start of term? Answer – BCP will communicate with families to explain any delay. Question – will BCP have ownership of all 9 children? Answer – yes. Any leavers would be replaced by them. Question – so it is possible that out of the 9 children might not include any from OTIS? Answer – potentially.</p> <p>MR thanked DG for the ongoing work on this project.</p>	
6	<p>LGB 2024-25</p> <p>The following roles were confirmed for the new academic year:</p> <p>Chair – Mike Randall Vice Chair – Lesley Hole</p> <p>Health & Safety – Lesley Hole Safeguarding – Jeff Adams Behaviour/Pupil Voice – Jay Eastwood Early Years – Lesley Hole Curriculum – Mike Randall SEND – Mel Seale Wellbeing – Caroline Chase</p>	

	<p>Vacancies – 2 x Parent Governors. An advert has been issued to all parents/carers with full details. JE suggested being visible on the school gate to meet parents. Clerk to make up a Governor bulletin with profiles and other information.</p>	
7	<p>Policies</p> <p>Please refer to CLP briefing for details of policies recently approved.</p> <p>DG currently working on policy for PPA and non-contact time for teachers. This will be written using a working party.</p>	
9	<p>AOB - Sport Premium</p> <ul style="list-style-type: none"> • CC has produced the Sport Premium report for 24/25. • This will be published on school website. • Report has been based anticipated funding of £17000 • This is expected to be the last year of funding. • Funds should not be all spent on coaching. • Governors agreed that funds should be ringfenced according to policy. <p>MR thanked CC for update.</p>	
	<p>Date of Next meeting;</p> <p>Meeting dates for Academic Year 2024-25 to be issued shortly.</p>	
8	<p>Key Message for Trust:</p> <p>None at this time.</p>	

Meeting concluded at 19.10 hours

Signed (Chair) Date

Actions:

1. Meeting dates to be advised to governors.
2. Parent governor election/governor bulletin to publicise LGB