



DIOCESE OF CHESTER

ASTBURY ST MARY'S

CHURCH of ENGLAND PRIMARY

Date	Time	Venue	
Tuesday 14th March 2017	3:45 pm	Astbury St Mary's CE Primary School	
<b>Committee:</b> Leadership and Management Committee			
<b>Chair</b>	Mrs K Moore		
<b>Members</b>	Mrs. K Moore, Mrs. P. Worswick, Headteacher Dr C Tickner Mrs B Cook.		
<b>Clerk</b>	Mrs Alison Knowlson		

**MINUTES**

Item	Topic	
1.	The meeting opened with a prayer.	
2.	<p><b>To accept or note apologies for absence and declare any pecuniary interests.</b></p> <p>Apologies were received from:</p> <ul style="list-style-type: none"><li>• Mr R Mort</li></ul> <p>Governors were asked to declare any potential pecuniary or conflicts of interests that may occur during the course of the meeting. There were no conflicts of interest declared.</p>	

3.	<p><b>To note any AOB.</b></p> <p>There was <b>no</b> additional business tabled for discussion.</p>	
4.	<p><b>Actions and Minutes from last meeting.</b></p> <p>The minutes of the meeting of <b>6<sup>th</sup> October 2016</b> were <b>approved</b> and <b>accepted</b> by the governors and a copy signed by the Chair.</p> <p><b>Matters Arising:</b></p> <p>There were no matters arising</p> <p><b>Actions from the previous meeting were updated as follows:</b></p> <p>Outstanding Actions are:</p> <ul style="list-style-type: none"> <li>• Head teacher to commence Support Staff appraisals in the spring/summer term.</li> </ul>	<b>HT</b>
5.	<p><b>School Improvement Partner</b></p> <p>Susan Walters from ECM the School Improvement Partner (SIP) visited the school on Friday 3<sup>rd</sup> March 2017. The focus was on learning walks for maths and English lessons.</p> <p>The Head teacher is to feedback to staff members individually.</p> <p><b>Question: What was the general view of the school by the SIP adviser?</b>  Response: In the lessons observation, she found evidence of problem solving and reasoning in books. Teachers are using the correct maths vocabulary in lessons; and children are responding to marking in books. The children in Class Noah were better focussed and behaved, this is due to two disruptive children having left the school.</p> <p><b>Question: Can you explain how the lessons have got better?</b>  Response: The staff members have had a focussed inset training day on 17<sup>th</sup> February 2017. Mr Robinson the maths subject leader feedback to staff the good practise he saw while visiting Brereton Primary School. The teachers have responded to this training and are using the White Rose resources for problem solving and reasoning.</p> <p>The SIP stated the maths working walls need attention; the walls should reflect what is being taught in the lesson. The next step is to look at concrete, visual or abstract maths on the working wall to support teaching and learning.</p> <p>In English there should be the same reflection on the working wall; to enhance the themes the pupils are being taught in the classroom.</p>	

It was observed that a TA was not involved with the children when a teacher was reading a story. It was felt that the TA could have been more pro-active in the lesson instead just standing and listening.

### Thing to Improve.

#### Maths

- Look at working walls
- Concrete, visual and abstract maths
- Develop a maths rich environment
- Plan staff meetings on problem solving and reasoning for CPD.
- Support for staff to help plan teaching maths lessons.
- Look at the Bollington Cross maths hub for support in maths.
- Key questions, (can you explain why?), on the working walls

#### English

- Work on learning environment throughout the school
- Use You tube clips for maths and English
- Clear the clutter around teacher's personal space.
- Do a book scrutiny, look at other schools books
- Expert in English and maths to visit the school and to teach staff members.

#### Leadership and Management

The SIP adviser suggested:

- The Chair and Head teacher to have a mentor.
- Link behaviour for learning, to the quality of teaching and learning.
- SIP specialists to support staff members manage challenging behaviour.
- Fiona Burke- Jackson – Head teacher to contact her to ask for help with SEND; Education Health Care Plans and annual reviews
- Year 3 need support in writing.

The Head teacher from Wistaston Academy Linda Davies has offered her support to the Head teacher. The SIP has recommended that the Head teacher takes up the offer.

#### **Action: Head teacher to call Linda Davies Wistaston Academy**

The SIP adviser suggested the Head teacher complete an audit of staff expertise; this will allow her to gauge the strength and weakness of staff members in English and maths.

In Worship the SIP adviser noted low level of disruption from Year 6 pupils; She suggested that the pupils are involved with the process more, by

HT

	<p>leading classes into the hall and taking an active part in Worship to stop the disruption.</p> <p><b>Question: Have you got time to meet with Mrs Davies from Wistaston before Easter?</b>  Response: It is high on my “to do” list and I will try to get a meeting with her before the next RAG meeting.</p>	
6.	<p><b>Ofsted Report</b></p> <p>The school has held two parent feedback meeting. The Head teacher has met with individual parents to inform them about the actions the school is taking to reassure them.</p> <p>The Coasting School letter prompted some parents to remove their children from school.</p> <p>Eighteen children have left the school with two children’s parents citing the Ofsted report.</p> <p>The Ofsted report has been in the Chronicle paper and on their Facebook page, with some parents venting their frustrations on this medium.</p>	
7.	<p><b>RAG Plan.</b></p> <p>The Diocese has arranged a meeting with the Head teacher from Prestbury School, David Capener on Wednesday 22<sup>nd</sup> March 2017 to support the Head teacher.</p> <p><u>Meetings held</u></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> March 2017 -Behaviour for learning with Brian Padgett, Claire Hocknell and the Chair.</li> <li>• 6<sup>th</sup> March 2017 - RAG meeting looking at the writing action plan FBJ and Sally Drage</li> <li>• 26<sup>th</sup> March English book scrutiny</li> </ul> <p><b>Question: What is the process of asking for help?</b>  Response: The Local Authority (LA) has resources for school improvement work. The school need to know how to request financial help and will raise this in the RAG meeting with the LA. The school intends to ask for a reimbursement for the SIP advisers fees.</p> <p><b>Question: How is the action plans progressing?</b>  Response: The Writing and Behaviour action plans are completed, however I am not sure if they are robust enough.</p> <p><b>Question Is the way Phonics is taught, causing a problem?</b></p>	

	<p>Response: No; EYFS phonics is fine; Year 1 phonics is in line with national data; Reading in Year 2 is in line with national data but writing has dropped massively, so we need to focus on improving writing.</p> <p><b>Question: Shall we review the action plans at the RAG meeting</b> Response: Yes, we need to make them more robust.</p> <p><b>Question: Have we communicated to parents the meeting that have taken place?</b> Response: Yes, when different people have visited the school and completed their monitoring, we notify the parents.</p>	
8.	<p><b>Academy Conversion</b></p> <p>The Academy Order has been issued and sent to the school. Tom Wainwright from the Regional School's Commissioners office should contact the school within five working days; so far the school has not been contacted.</p> <p>The school has had a budget meeting with the Budget Officer (BO) from Cheshire East (CE). The projected carry over is £6.5k The Chair has emailed the BO to complete the finance details for the Academy Order.</p> <p><b>Question: Who is the sponsor for the school?</b> Response: Once the order is completed the school will be aware of who the sponsor is.</p>	
9.	<p><b>Policy Review</b></p> <p>The governors agreed the following policies:</p> <ul style="list-style-type: none"> <li>• Lettings Policy</li> <li>• Radicalisation Policy</li> </ul> <p>The governors discussed the policies and reviewed the Merekat license.</p> <p><b>Action: The Chair is to review and update the policies and upload them to the school's website.</b></p>	Chair
10.	<p><b>AOB</b></p> <p>Nothing to discuss</p>	
11.	<p><b>Date of the next meeting.</b></p> <ul style="list-style-type: none"> <li>• 8<sup>th</sup> June 2017 at 4pm.</li> </ul>	

12. **Impact Statement.**

The Governors have helped move the school forward in this meeting by:

**Ensure clarity of vision, ethos and strategic direction**

- Governor visit policy and reports
- Academy order papers
- Governors impact statement and being dynamic

**Hold the Head teacher to account for the educational performance of the school;**

- Questioned RAG action plan
- SIP visit

**Oversee the financial performance of the school, ensuring value for money;**

- School improvement work refund from CE.
- Letting Merekats license.

**Promote the highest possible standards for Safeguarding**

- Radicalisation Policy.
- Broad and Balanced curriculum.

The meeting finished at 5:30pm