

SUMMIT LEARNING TRUST

MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY OF YARNFIELD PRIMARY SCHOOL HELD AT THE SCHOOL AT 9.00 AM ON FRIDAY 6 DECEMBER 2019

PRESENT:

Dr A Azam	Chair
Ms A Banoe	
Ms D Jandu	Principal
Mrs M LeBreuilly	
Mr R Osborn	
Ms S Rafiq	
Ms V Roovers	
Ms A Shaheen	

IN ATTENDANCE:

Ms N Tracy	Assistant Principal
Mrs R Walker	Clerk

Ref	Action	Owner	Review Date
0104	Chair to talk to Trust with regards to Outdoor Learning.	Chair	Next meeting
0104	Breakdown of costings around Sports coach this academic year to be provided.	Principal	Next meeting

0095 **APOLOGIES AND WELCOME**

The Chair welcomed all to the meeting and noted there were no apologies.

0096 **APPOINTMENT OF CO-OPTED GOVERNOR**

The Principal advised that the Trust had appointed a Governor and Ms Razia Ali would join the next meeting.

0097 **ELECTION OF VICE CHAIR 2019/20**

[MRS LEBREUILLY LEFT THE MEETING]

RESOLVED: That Mrs LeBreuilly be appointed Vice Chair until the first meeting of the academic year 2020/21

[MRS LEBREUILLY REJOINED THE MEETING]

0098 **DECLARATION OF INTEREST/CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Attention was drawn to the Articles of Association relating conflicts of interest, including but not limited to any Personal Financial Interest.

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as the draft minutes were considered public documents as soon as approved by the Chair of the meeting.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

0099 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

MINUTES OF THE PREVIOUS MEETING

0100 **RESOLVED:** That the minutes of the previous meeting, held on Friday 27 September 2019, be approved as a correct record.

MATTERS ARISING FROM THE MINUTES

The Chair advised that he had raised the actions as per the previous minutes

0101(a) **Report of the Principal (Minute No. 0085)**

A Governor asked if the safeguarding issues around parking had been addressed and the Principal advised that staff had been out on occasion but they were reluctant to, as there had been aggression from some parents. The Principal was looking into getting some parking

cones in the New Year and in addition there would be notification in the School newsletter that unsafe parking would be reported to the police.

0102 MEMBERSHIP OF THE LOCAL GOVERNING BODY

The Clerk reported that there were no terms of office which were due to come to an end before the date of the next meeting.

Governors were informed that the vacancy for the Trust Appointed Governor had been filled and she would join the next meeting.

The Clerk advised there were no attendance issues to report.

0103 PUPIL PREMIUM EVALUATION AND NEW STRATEGY

The Final Evaluation of the Pupil Premium Strategy 2018-2019 (Appendix 1) and the Final Pupil Premium Strategy 2019-2020 (Appendix 2) had been circulated prior to the meeting.

The Principal advised the evaluation was written before she arrived and a number of things within the strategy did not have the long-term impact she would expect. The new strategy for the current year was based around how pupils from more deprived backgrounds made the most progress, and gave the example of the accelerated reader programme. The price for this programme for two years was £15,000 and the Principal advised the school was also looking at purchasing 120 laptops and 120 PCs to support the ability of pupils to complete the online quizzes.

A Governor advised that a Birmingham E-Learning charity could assist parents with purchasing IT for use at home and she would discuss this with the Principal after the meeting.

The Principal advised that there were tablets in School but although they had been repaired, they were very slow and internet access was stop/start. **The Chair asked how many pupils had access to the internet at home in order to complete the reading** and the Principal advised that Pupil Premium pupils would be able to stay behind after School or at lunch-time to access technology. **A Governor asked about non-PP pupils who did not have internet access** and the Principal advised that once the programme was up and running, all pupils should have access to it. The Chair suggested it was worthwhile finding out how many people had internet access at home before committing the funds. The Principal advised the system was for use at home and at School and the pupils falling behind in Reading tended to be boys who were reluctant to pick up a book; using a device might entice those boys to read more. Additionally the cost of buying the equivalent books was very high.

The Chair asked what the aim of the programme was and how it would be measured. The Principal advised that every term the pupils did a test that gave their reading ages and this was used to give them the banded books that they were reading. This term's data would be available for every pupil before the scheme started and then the improvements could be tracked. Additionally, consistent issues with comprehension would be highlighted by the programme so that lessons could be tailored to target that. **A Governor asked if this was a continuous monitoring programme** and the Principal advised that it was and a member of staff would have the responsibility for doing this. A Governor noted the programme sounded

very beneficial but her concern was around those pupils who lacked access at home. The Principal advised that she was unsure as to how good the infrastructure in the School was either as the IT had not been working to sufficient levels to test this. The Principal advised the IT Director had said the infrastructure was there but she was concerned that it had never really been tested as the only hardware in the School was the teachers' devices.

The other areas of focus were the speech and language therapist who had worked successfully with pupils in YR and this would be rolled into Y1. The Principal advised that there was a percentage of the PP funding spent on additional adults and she advised that anything this funding was spent on, had to have an impact on the outcomes for these pupils.

The Chair asked if any Governor could become link Governor for the website and this involved a checklist to be completed every half-term. A Governor explained there was a list of things that had to be on the website and it was just a matter of checking those things were present. The Principal advised the DfE produced a list and this could be given to the Governor to do this. Ms Shaheen agreed to be responsible for this.

0104

SPORTS FUNDING EVALUATION AND NEW STRATEGY

The Sports Premium 2019-2020 document (Appendix 3) had been circulated prior to the meeting.

The Principal advised that every document written was a true reflection of what happened in the School and what the plans were going forward. The Principal advised the previous strategy and funding did not have the impact it should have.

Originally the money for sports premium was linked to ensure outcomes for pupils were better than they would be without the funding. The Principal advised that pupils, on the whole, needed to develop perseverance and resilience, which was reflected in their learning. A lot of emphasis was consequently on outdoor play and it was planned to purchase playground equipment to make that part of the day more beneficial and productive. This would improve pupil interaction and cooperation.

Additionally the after school clubs, to give pupils experiences of different sports, were going to be a focus. The Principal advised these would be sports that pupils did not experience during the School day. **A Governor asked around the phrases outdoor adventure activities that this implied this may not be competitive sports, but would be physical.** The Principal advised when talking about resilience, the pupils had not gone on residential visits where they could climb a wall, e.g. Outward Bound, and so some of these activities were related to that. **A Governor asked if there could be some additional information on the curriculum for the outdoor learning and the age specific learnings.** The Assistant Principal advised that a programme had been purchased for outdoor learning across all years and this was developed across the School life of a pupil. This was to give pupils a broader spectrum of physical activity and this was also supportive for Staff, who may not have experience of the activity. **A Governor asked about the non-PE side of the learning** and it was advised this would be trips to places like the Ackers. The Principal mentioned the allotment and this could be seen as Outdoor Adventure Learning. A Governor advised that research bodies advised pupils benefited from a minimum of one hour of outdoor learning and he would like to know what the thinking was, up to a Trust level and how that would be resourced

ACTION: Chair to talk to Trust with regards to Outdoor Learning.

The Principal noted there were some constraints within the timetable. **A Governor asked how many PE lessons pupils had per week** and the Principal advised up to two hours, including a structured lesson, and other activities. A Governor noted that there were other opportunities for outdoor learning, such as Science. A Governor noted that the School allotment provided plentiful opportunities to do this. The Principal noted that there was a tighter constraint on timing within Schools now and there was not the same amount of flexibility.

The Chair asked about the Sports Coach and the Principal advised that was a role used last year and the coach used to come in to assist teachers with planning PE lessons. The Principal advised this was not included within the budget this year, as that role was no longer the same. The Principal advised there was a coach who assisted, but only his salary before and after school could be only offset against the Sports Premium.

ACTION: Principal to provide breakdown of costings around Sports coach this academic year.

0105

ATTENDANCE, BEHAVIOUR AND SAFEGUARDING UPDATE

Safeguarding Report

The Safeguarding link Governor had written a report following her visit but this had only been circulated to the Trust Board. The Principal would forward this to the Clerk to upload to GovernorHub.

The Governor advised that she had visited the School at length to observe Safeguarding in action within the School. The Governor explained that CPOMs was the safeguarding system where any incident was logged and she had the opportunity to look at this. The use of CPOMs was very good and despite the turnover of staff, it was being used well to monitor safeguarding.

She had also met with the Peer Mediators on the playground, who were enjoying the role. There was some room for improvement around midday supervision but overall there were definite improvements.

It was noted that reporting of incidents needed to be regular and consistent, and the Principal advised there had been improvements in this. The Safeguarding Link Governor advised that she had reviewed the Single Central Record and there were no issues.

The link Governor and the Chair both advised they were very pleased with the progress in School and asked the Principal to pass on their thanks to staff.

Governors requested that reports be circulated earlier for future meetings.

Absence

The Principal moved onto absence, which was improving. There were a number of families where absence remained high, although work was being done with these families.

Parent consultations/Parents Evening had happened during the daytime instead of the usual evening event, so pupils could sit with their teachers and parents and the Principal advised this had resulted in the best attendance from parents they had had recently. There were 29 pupils whose families did not attend. There would be a conversation with these families and the Principal noted that this also fed into attendance.

A Governor asked if there were attendance figures from previous parents' evenings to compare and the Principal advised there were not, but several classes had 100% attendance from the parents, which had not occurred in previous years. Staff had also chased up parents who did not make appointments. The outstanding 29 parents were being dealt with by the Principal as they had not responded to the class teacher. Y3 and Y6 had the highest levels of non-attendance from parents. **A Governor asked if those 29 pupils whose parents did not attend, fell within the PP bracket** and the Principal advised she did not know yet, but attendance was an issue with some of these pupils and that was being addressed first. **The Chair asked what would be done differently with regards to the persistent absence in Y5** and the Principal advised that more home visits had been undertaken and the School was no longer waiting for the Education Welfare Officer to be involved. The Principal advised there were one or two families who would go to court.

0106

CURRICULUM UPDATE

The Assistant Principal advised that at Easter time last year, Cornerstones had been purchased by the School and trialled between Easter and the end of the academic year. This had been found to be a good resource, however, there were issues around jumping from subject to subject. There had been a meeting between the schools within the Trust and using Cornerstones, the curriculum had been modified to be more broad and balanced. The original titles were used, but two key subjects were picked to relate to the title and the lessons were taught in blocks, to build up knowledge and experience of the subject. The Assistant Principal advised they were also trying to plan experience days so that pupils had some understanding of the subject.

There was an element of pupils understanding what subject they were learning, which they may not have realised they had learned in the past, as it had been under a topic-based title. Additionally, as some gaps in knowledge had been identified, and there was gap analysis and revision sessions planned in, so that pupils were retaining knowledge for use later in their School life. By the next academic year, this would be finalised, but there currently was some tweaking to the curriculum and it was felt that this was an improvement to the curriculum.

A Governor asked how Science was treated differently and the Assistant Principal advised there were Science books, National Curriculum knowledge was covered and there were skills matrices for ensuring the coverage was total. Science was taught every half-term. Cornerstones had a Science unit, which had been purchased, and this included a number of experiments, with one big experiment each half-term. **A Governor asked about Music and IT as they often got neglected in Schools and what activities there were.** The Assistant Principal advised that the music curriculum had been looked at, and there was a lack of music. This was now being covered every month with different types of music. Every pupil should have the opportunity to learn an instrument during their School career and there was now the option to learn the recorder in Y1. There were also planned opportunities in topics to learn about related music. **A Governor asked about talented pupils who wanted to learn an instrument in more depth** and the Assistant Principal advised there was currently a choir and the School

was looking into after-school clubs to enable pupils to learn a musical instrument. **A Governor noted that high exposure to music education in school improved Maths and English performance.** The Principal advised that the School had links with Lyndon and Ninestiles with visits from them to perform at the School and she would also be approaching the 6th Form College to do the same. **A Governor advised she would like to see a plan around learning an instrument.** The Principal advised there was going to be a “WonderWall” and it would be looked at further. A Governor noted that most pupils who went to Music College went to a Private school and there would be pupils at this School just as talented. The Principal advised that pupils had the ability to have lessons within schools that parents could pay for and the School did singing lessons as well. There was also the possibility of getting a dance teacher coming into School.

With regards to IT, there was an issue around the lack of technology within the School. Junior Jams had been purchased, and this was a group who came into School and brought the technology with them and covered the national curriculum with pupils. The E-Safety aspect was also being covered. **A Governor asked if E-Safety could be done for parents** and the Principal advised that this was planned for parents in the New Year. A Governor noted these evenings were often quite poorly attended and it was suggested that this be done during the day so that the pupils could attend.

A Governor suggested having the appropriate music in the background during lessons, e.g. Tudor music during Tudor history lesson or world music from wherever the Geography lesson was based. The Principal advised that 90 pupils were attending Symphony Hall to experience a live orchestra. The previous year, every class had attended theatre as well, except for YR and that was around logistics and their attention span. The Principal advised the School bought into the Hippodrome and pupils attended relevant shows. A Governor suggested the older pupils could attend rehearsal sessions and the Principal advised they had been involved with practising and performing a dance on the stage. The Principal advised the ballet was being reviewed and there was a focus on poetry across School with some poets attending the School.

A Governor advised that what she heard was very positive and she was very pleased. The Principal advised that residential visits were being looked at for all years and Governors noted that this was very pleasing to hear.

Each unit should have an experience, including visits to farms, art galleries and the safari park.

0107 **ACADEMY POLICIES**

There were no policies to adopt.

0108 **LINK GOVERNOR REPORTS / GOVERNOR VISITS INTO SCHOOL / STRATEGIC GOVERNOR INVOLVEMENT**

Ms Shaheen had visited the school and advised it had been a positive experience. She found the pupils were engaged and there were no pupil behaviour issues.

Ms Banoe had been into School to meet with Mandy Singh as part of Health and Safety and she advised that had been interesting as she had never toured the whole School. She noted that staff were quick to raise any issues and they got looked into efficiently.

Ms Rafiq came into School to meet the SENDCo to understand the areas of need and how they were identified. They also discussed how the budget was used. There was a SENDCo event on Monday 9 December, which she would also be attending and there was also a review of CRISP funding.

Mr Osborn had not been into School since half-term, when he was regularly bringing flowers from the allotment. In the Spring-time he would look at bringing food from the allotment to be prepared in the kitchen for the pupils that had grown in. He noted the displays on the walls was a focus when he visited and he suggested they could be changed more often. He would complete a walk round again after the meeting. The Principal noted that in the Y5 corridor they were putting wallpaper on the wall. The Principal advised that the School was looking to buy their own scaffolding tower to amend displays.

0109 **CHAIR’S CORRESPONDENCE**

The Chair reported that no correspondence had been received since the previous meeting which they considered necessary to draw to the attention of Governors.

0110 **DATE OF NEXT MEETINGS**

Governors confirmed that the next meeting would be at 9.00am 31 January 2020.

The meeting closed at 10.30 am.

Signed:
(Chair of Local Governing Body)

Date: