

	<p>The Chair also introduced Lucy Bruce who would be the CEO representative to the Local Governing Board from the 1 September and Dawn Martin who is the Director of School improvement (Inclusion & Governance) for The Collegiate Trust.</p>	
4.	<p>Curriculum focus Inclusion by Clare Cook</p> <p>Clare Cook provided all governors with a copy of her presentation on Inclusion ‘Where are we now?’</p> <ul style="list-style-type: none"> • There are 42 children at Courtwood with SEN • 14 at wave 2 and 16 at wave 3 • 15 pupils in the ELP • Year 1 are the year group with the highest level of needs. • ASD is the main SEN across the school • Interventions across the school are in place to support the pupils, including: - Reading 1-1, spelling groups, Precision Teaching and PreTeach. Majority of these interventions are at no cost to the school and easy to run. These will also have a focus in the SDP for 2018-2019. • The PreTeach data (up to Spring) shows that all year groups are showing a 100% expected progress. • Nurture interventions are running well with very positive feedback from the Educational Phycologist (EP). • There are two new interventions in place. <p>Sunny Breakfast This is a 15min session before the start of school where children can sit and eat breakfast and chat. It helps reduce anxiety before going into class and also gives then time to discuss any concerns/issues.</p> <p>Q Is this an earlier start to the day for the children? A Yes this starts at 8.30 and they go to class for registration at 8.45am. We have found that children coming to the Sunny Breakfast are actually at the gate before it is open and this is also having a positive impact on attendance figures.</p> <p>Young Carers A Young Carers session takes place once a week in the Sunshine room and children have lunch together and discuss any concerns/issues and then take part in a variety of activities. Again, the school is receiving very positive feedback on this from the EP and Ofsted.</p> <p>School Strengths</p> <ul style="list-style-type: none"> • There is a lot of working on transitions for pupils not only from Y6 to high school, which involves 3 different boroughs this year, but through each year group. There is a lot of visits to different schools especially to support the ELP pupils and their parents. • CC informed governors that she is also a panel member for SEN admissions with the Local Authority. The LA have been pushing for the ELP to increase its numbers and the school has had to go over in KSI with 3 children in the ELP. The Local Authority have committed to financing the costs of the school having an extra pupil in the ELP. There is a lot of negotiating on the pupils being presented to the Courtwood ELP. Most of the children’s needs are far greater than the ELP was built for or can provide. There is a pupil that is coming into Reception that has been offered a place at a provision that can support the needs required but the parents have rejected this for a place at Courtwood. The school are aware of parent’s preferences to attend the school that they want for their child but ultimately the childs needs are more important, there is also the implications on the other children to consider. <p>There is also a lot of interest from Surrey for places at Courtwood but the ELP was built for a limited number of children.</p> <p>Q The pupil coming into Reception, is this part of the ELP or Reception Class? A This is part of the class not the ELP. We have been notified that several parents have accept places in Reception and then move out of the area, leaving the</p>	

school with spaces. The school are aware they are not taking the place but the LA Admissions are still saying the school is full and the school is aware there is a waiting list.

- Boxall Profile is used to identify children with SEMH (Social Emotional and Mental Health) needs.

Q What is Boxall Profile?

A Boxall Profile is an Online assessment tool for social emotional and behavioural difficulties for children and young people that the school can use to help.

Weaknesses

- Limited funding and access to Education Psychologists.
- Funding for IT based support/assessment programmes. CC informed governors that she will be visiting Fairchildes and Purley Oaks schools to look at what they use and find out how they work with families.

Development

- To embed Precision Teaching across the school and introduce Maths Facts to help support children who are working well below expectations.

Q How does Precision Teaching work?

A Pupils spend 5 mins twice a day playing a set game where they probe using a minute timer, they are not in competition with each other, to recognise words. The system is transferable and parents have been shown how this can be used at home. It makes a huge impact on the words pupils can read and spell. This will also be introduced for Maths.

Q At the end of the spring term it was mentioned that PreTeach was not working so well, has this been rectified?

A Yes, there have been staff meetings and reminders to teachers on how PreTeach works. There were issues with time and too many pupils in groups, this has been changed and all staff are back on track, re-established and working together to support this programme.

Q Your report states that 2 children in Y1 have been declined CAMHS?

A Yes, CAMHS are over stretched and don't appear to be coping with the number of referrals, this has also been recognised with other schools having the same issue. Courtwood Primary will apply and keep applying but CAMHS seem to change the boundaries for referrals all the time and there isn't any consistency. This is very frustrating, but the school will continue to do what they need to do for its pupils.

There were no further questions from Governors and they all thanked Clare for a very comprehensive and detailed report. The results mentioned were fantastic and a tribute to all those that have input. *CC left the meeting at 7.45*

Curriculum reports

Questions arising from the curriculum reports were: -

Computing

Q What does Purple Mash do?

A Purple Mash is an award-winning website for nursery and primary school children. It enables children to explore and enhance their knowledge in a fun and creative environment. Themes and topics are based on the British Curriculum, however Purple Mash's creative and hands on approach makes it ideal for schools. They cover all aspects from Reception to Y6. The school is not solely using it, but it is a starting point.

Q Was this budgeted for?

A Yes, this was in the IT budget.

Q Will it sync with SIMS?

A The school believes it does and are aware that this needs to be compliant with the GDPR policy.

Q Are pupils required to do computing homework, is the school aware if there are pupils without access to a computer?

	<p>A There may be some work, but the school offers a homework club on Monday's where pupils have access to the school computers.</p> <p><u>Science</u></p> <p>Q There was some very good feedback from Ofsted about Science at the school?</p> <p>A Ofsted stated that the curriculum was broad and balanced but the school needs to look at ensuring the wider curriculum provides depth of study for higher-attaining pupils.</p> <p><u>PSHE</u></p> <p>Q There wasn't a report on PSHE?</p> <p>A No, SLT decided that we had not reported before so would leave this as part of the headteachers report instead.</p> <p><u>Outdoor Learning</u></p> <p>Q What is the Platinum award?</p> <p>A This is part of the Woodland trust and they set a number of points and tasks to be completed for each award. Last week the school had obtained the final amount of points required and have now applied for the award.</p> <p>Q Does the subject leader work with the Forest School as well?</p> <p>A Yes Martin is the TA and leads on the Forest School but he reports to a teacher. He will be pulled out of his duties as TA next year and will have full time duties to run the Forest School. He already works with another school who uses the woods and he will be promoting and running more activities for children outside of Courtwood as well as across the whole school.</p>	
5. Accountability	<p>Governing Board Visits</p> <p>There had not been any visits since the last FGB meeting in May.</p> <p>Stakeholders day is on the 20 July 2018 9-12pm and will focus on the learning points from the Ofsted report which will also feed into the School Development Plan for 2018-2019.</p> <p>Q Will there be a draft SDP before Stakeholders day, to look at?</p> <p>A Probably not as this could steer feedback and it would be better for everyone's honest thoughts and opinions without it being swayed.</p> <p>Q Will pupils voice be taken in account too?</p> <p>A Yes, at the end of the summer term we will be talking with the children and the information collated and presented at the Stakeholder day.</p>	
6. Accountability	<p>Minutes of the meeting 22 May 2018</p> <p>There were no comments on the previous minutes, which were formally signed by the Chair as being a true and accurate record of proceedings. The signed minutes were passed to the Clerk to be held in the Governor folder at the school.</p> <p>Outstanding Actions</p> <p>24 Parent elections are to be actioned in September.</p>	
7. Accountability Strategic Leadership	<p>Headteacher updates</p> <p><i>Key updates from the headteacher were: -</i></p> <p><u>Fire Safety Audit</u></p> <p>The Fire Safety Audit, by the LA, was completed on the 19 June. The report and action table will be finalised and sent to the school. If received before the end of term it may be possible to get the LA to commit to some of the actions. If received after the end of term, as the school will no longer be an LA school, the responsibility will go to TCT for actions to be completed. The team were at the school for 3 ½ hours. After the report has been received the Fire Policy will require updating.</p> <p>Q Was there any initial feedback from the visit or highlighted key high risk areas that the school can already start looking at?</p> <p>A It appears that there are no high risk areas. There was a long conversation over the kitchen shutters, they may not be fire safe shutters.</p>	

	<p>The school has already had extra work done such as the fire doors in the hall replaced. Wheelchair access will need to be reviewed.</p> <p>Q Does the school have to show that actions have been completed, can the school pick and choose what it thinks is important?</p> <p>A As a public building it is in the best interest for all action points to be completed.</p> <p>Q Are there regular fire drill practices?</p> <p>A Yes, and if the SLT and staff are not happy there is a 1/2hr window where it can be completed again properly.</p> <p><u>Results</u></p> <p>Results are starting to come in and they are looking good. The school is still waiting for the Y6 results which are due on the 10 July and all results will be discussed at the Stakeholder Day.</p> <p>Q Does the results take into account teacher assessment?</p> <p>A Test results and teacher assessment goes alongside the results that are received. The tests were very stressful for Y6 and there were a couple of children that found the tests and the environment challenging, their results on their own will not reflect their actual ability. The school, SLT and teachers did a lot of planning and prep work with the Y6 children. The tests were in Y5 & Y6 classrooms and these were set up a week in advance to help the children get used to the test environment. They also completed practice papers in a mock test situation, there was no last minute cramming. There was a lot of pressure and this also comes from parent's expectations, all children are very aware of what is going on.</p> <p>Q Are the results actually used for anything such as when they go to secondary school.</p> <p>A These results can be used to set streaming classes in high school and some schools use it towards projected targets for Y11.</p> <p>Q Did Y2 have similar reactions?</p> <p>A Y2 have a different set up they are taken out into small groups of 2-3 for testing. The Y2 data is looking strong for this year.</p> <p><u>Safeguarding</u></p> <p>There are a number of changes in the Keeping Children Safe in Education (KCSIE) which comes into effect from September 2018.</p> <p><u>Personnel</u></p> <p>From September the school has a full complement of teachers. At present the school is recruiting for 3 T/A's</p> <p>DEPUTY HEADTEACHER</p> <p><u>Attendance</u></p> <p>There is no further update from the May meeting. The next set of figures will be for the academic year 2017 – 2018 at the end of the summer term.</p> <ul style="list-style-type: none"> • At present 10 parents are being monitored by EWS. At a meeting only 7 turned up. • Majority of persistent absences are with pupil in the ELP who have medical conditions. • At present attendance is 95.8% to the national average of 95% <p><u>Young Carers</u></p> <ul style="list-style-type: none"> • The school has been working toward its Silver award which is now ready to be signed off. • There is already a huge impact on the young carers at the school. • The Deputy Headteacher spoke at a young Cares Event • There are around 13/14 young carers on the register at present which is a huge number for the size of the school. • A message box has been set up which has already identified 2 new young carers. 	
8. Strategic Leadership	<p>Chairs Actions or Governor Related Business</p> <ul style="list-style-type: none"> • The Chair had nothing to report 	

9. Strategic Leadership	Academisation The Tupe meeting had taken place with the LA, SLT & Union representatives. This will be open for a 4 week period until the 18h July.	
10. Compliance	Policies <i>All Policies were placed onto SharePoint for Governors to read at least a week prior to the Full Governing Board meeting.</i> <ul style="list-style-type: none"> - Business Continuity - Emergency Action Plan - PSHE - SRE & Drug education/incidents - Whistleblowing <p>School staff had twilight fire safety, fire training and lock down run through. The lock down is a work in process and the school were looking at ways of communicating this and ensuring a clear procedure. This will be presented to governors in the autumn term. Action</p> <p>DECISION Governors agreed, approved and ratified all Policies. Policies would be reviewed once the school became part of The Collegiate Trust.</p>	28 - HT/ SLT
11. Evaluation	Future Meetings <u>Dates agreed for 2017-2018</u> 20 July 2018 – Stake Holder Day. <u>2018-2019 proposed dates</u> Suggested FGB dates for 2018-2019 11 September 2018 20 November 2018 – to cover Audit 22 January 2019 26 January 2019 – TCT Governors Day venue to be confirmed 20 March 2019 (a change from 19 th March) 7 May 2019 25 June 2019 Stakeholder day.	
12. Evaluation, Strategic Leadership	Any other business <p>The Chair informed the board that he would become a director of the trust from the 1 September so would be resigning from the board on the 31 August. The governors eligible to become Chair would require to look at this position as this is a statutory requirement. Any questions could be directed to the Clerk.</p> <p>The Clerk informed the board that from the 28 August she would become the Governance Manager for The Collegiate Trust and this role includes clerking at Courtwood Primary School.</p>	
13. Evaluation, Strategic Leadership	Part 2 - Confidential There were NO confidential minutes recorded under PART B minutes.	
	The meeting closed at 9.10pm	

Signed by.....Mr A Roseweir, Chair of Governors. Date

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Action List Summary for meetings 2017-2018

From meeting on the 12 September 2017				
1	Minutes for 27 June 2017 to be filed in the governor folder held at the school	Clerk	ASAP	Actioned. CLOSED
From meeting on the 14 November 2017				
2	Governor emails to be linked to Office365	CoG	ASAP	Not to be actioned. CLOSED
3	Vacancy for LA Governor to be chased up with Octavo Governor Services	ASAP	ASAP	Octavo Governor Services contacted 16/11/17 & 21/3/18. CLOSED.
4	OpenAir to be contacted with regards to extracting information from SIMS	EHT	ASAP	Chair to follow up, ongoing. CLOSED
5	Power station next to the school to be contacted about over hanging trees into the school. Contact details from CoG	EHT	Update at next FGB	Completed CLOSED.
6	Updates to curriculum reports to be consistent throughout.	JSt	Update at next FGB	Completed CLOSED.
7	STEM connections and information to be followed up and given to EHT, HoS and/or DHT	JF & RT	Next FGB	Completed CLOSED.
8	Y2 windows opening to be looked at.	EHT	Update at next FGB	Completed CLOSED.
9	Training on Chrome books to teachers	CoG	Update at next FGB	Completed. Training now not required. CLOSED
10	Updates to the Pupil Premium Strategy Statement	HoS	Next FGB	Completed CLOSED.

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11	Governor to be assigned responsibility for GDPR	CoG	Next FGB	The Chair, AR. Completed CLOSED.
12	School office to mail merge Attendance letters. CoG to be informed if training required.	COG / EHT	Update next FGB	Completed CLOSED.
13	% of attendance to be added to amber light letters	EHT	Update next FGB	Completed CLOSED.
Meeting of 16 January 2018				
14	Young Carers to be added to the agenda item for the FGB 20 March 2018	Clerk	20/3/18	Actioned. CLOSED
15	Safeguarding report to be added to the agenda for 20 March 2018	Clerk	20/3/18	Actioned. CLOSED
16	Finance policy to be presented at the meeting of 20 March 2018	EHT	20/3/18	Actioned. CLOSED
Meeting of 20 March 2018				
17	Octavo Governance to be contacted to source an LA governor	Clerk	ASAP	Actioned. Contact made on 22/3/18. CLOSED
18	Octavo Governance to be contacted to arrange bespoke training session on joining a MAT and the Roles and responsibilities of a LGB	Clerk	ASAP	Actioned. Contact made on 21/3/18. CLOSED
19	Checklist for joining the trust to be added to SharePoint and circulated.	Chair	ASAP	Actioned. CLOSED
19	Pay & Personnel mtg to be arranged by the end of May	KK	ASAP	Mtg on 22 May at 5pm Actioned. CLOSED
20	GDPR Policy to be presented for 22 May meeting. Agenda item	Clerk	22.5.18	Ongoing
21	Blue Sky training for KK	JSt	July 2018	Actioned. CLOSED
Meeting of 17 April 2018				

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22	Timeline for becoming part of a MAT to have ownership added to and shared with the governing board.	HT	22.5.18	Actioned – this is now on SharePoint. CLOSED
23	Dates for 2018-2019 to be presented at 22 May mtg	Clerk	22.5.18	Actioned – on agenda. CLOSED
Meeting of 22 May 2018				
24	Parent Election process to be started in September to incorporate reception parents. Reception parents to be informed at welcome mtg. Whole school to be notified in newsletter	Clerk / HT	ASAP & September	
25	Octavo to be contacted to see if LA candidate is still interested in being a governor	Clerk	ASAP	Actioned. The Clerk has contacted Octavo and awaiting a response. CLOSED
26	Chair to assist with mail merge for parent / carer consent form	Chair	ASAP	Actioned. Office staff completed this. CLOSED
Meeting of 26 June 2018				
27	Investigate S Chaudhri to become an LA governor	Clerk	ASAP	
28	Lock Down procedure to be presented at the September mtg	HT / SLT	FGB - Sept	

Signed by.....Mr A Roseweir, Chair of Governors. Date

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