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| **MINUTES OF THE MEETING OF THE**  **DIRECTORS MEETING HELD AT WINTER GARDENS ACADEMY**  **HELD ON TUESDAY, 24th NOVEMBER 2015 AT 2.00 PM** | | | | |
| ✓indicates  attendance | | Mr Simon Harbrow (SH) – Executive Headteacher ✓  Mr Mike Simmonds (MS) – Chair of Directors ✓  Mrs Tosca Boothman (TB) – Standards Director, Chair of Winter Gardens ✓  Mr Darren Stoner (DS) – Finance Director  Mrs Emma Wigmore (EW) – Director ✓  Mrs Catherine Stalham (CSt) – Headteacher WG✓  Mrs Gemma Thurston – Acting Deputy Headteacher WG✓ | | *In Attendance:*  Mrs Emma Terris (ET) – Clerk  Mrs Claire Sellick (CSe) – School Business Manager ✓ |
| **Agenda Item** | | | **Minutes** | |
| 1 | Welcome and apologies for absence | | TB welcomed everyone to the meeting and everybody present introduced themselves. Apologies for absence were received and accepted from DS. | |
| 2 | Declarations of Business Interests/  Conflict of Interests.  Members to declare any gifts or Hospitality | | There were no declarations of business interests or conflict of interest with any items on the agenda.  There were no declarations of gifts or hospitality since the last meeting. | |
| 3 | Minutes of the previous meeting held on 29th September 2015 | | The minutes of the meeting held on 29th September 2015 were reviewed, agreed and signed by the Chair as a true record of the meeting. | |
| 4 | Matters Arising | | There were no matters arising. | |
| 5 | Update on the Headteacher’s Interview Process | | TB congratulated CSt on her recent appointment as Headteacher of Winter Gardens Academy. | |
| 6 | Single Plan | | Directors were given an overview of the Single Plan. They were advised that the Targets for 2016 have not been changed.  *Priority 1: Raise standards and achievement in Reading, Writing and Maths (80% children at age related).* GS reported as follows:   * Whole school Talk for Writing has taken off and evidence collated has been triangulated via drop-ins, book reviews and environment walks. Next steps: There is no evidence of writing in processes and this will form the next phase of training. * A spelling RWI training day has taken place. Feedback was positive. * A Rising Stars Staff meeting has taken place where expectations were shared. * New staff have been coached in reciprocal reading. The impact of this is that children can now take on roles in reciprocal reading. * Ongoing coaching and support for staff in new strategies during PPA and phase meetings.   *Question: How is the impact of Priority 1 being measured? GS advised that the impact is being measured from the analysis of data and pupil attainment.*  *Question: Is assessment now accurate? GS advised that the school has received external moderation from Essex. The school is confident that the assessments are accurate.*  CS added that due to some inadequate teaching last term, this has had an impact on this terms data. The school is confident that the data is now accurate. In response to a question from a Director, CS advised that looking at pupil progress 50% of teaching is judged to be good, 25% good/RI and 25% RI. There is a discrepancy with that the books indicate compared to what the teachers are reporting. Directors were advised that the RI teacher is being supported.  *Maths*  VS reported as follows:   * Numicon training has been carried out. LSA’s will shortly be receiving training in Numicon. * The Calculation Policy has been updated and is on the server. From books it is evident that calculations are being carried out appropriately. * Books are now consistent and the calculation pitches are correct. Assessments have been carried and are mostly accurate. * Book looks are now a standard item at every staff meeting. Staff are now used to sharing books. * From lesson observations, it is evident that Numicon is being used. * Abacus training for all staff has been carried out. * Rising Starts Maths assessment package is to be ordered. * A pupil perception survey has been carried out which identified some areas. The areas will be unpicked and addressed with the class teacher.   In response to a question from a Director, VS advised that the impact is that the new curriculum is being taught at an appropriate pitch throughout the school.  *Priority 2: To improve the quality of teaching and learning to consistently good (70% Good or better)*   * Classroom environment is good. Walkabout has been carried out where walking walls was reviewed. * The Marking Policy has been updated. Most teachers are using pink and green pen however they are not using two starts as well. It has been clarified that both systems need to be used. * Moderation is in place and focus is now on ensuring lessons are adequately pitched.   *Question: Has the marking policy had an impact on attainment? Directors were advised that the Marking Policy has had an impact on attainment however, there are some cases where progress was not evident. CS added that good examples are being shared. MS advised that when Directors carry out monitoring they should talk to the pupils regarding books.*  *Priority 3: To develop the school as a professional learning community.*   * Growth Mindset is being embedded. Parents are now aware of Growth Mindset and quotes from children are being displayed in classrooms. A parent workshop on Growth Mindset will be carried out in the spring term. A weekly assembly focusing on growth Mindset is carried out. * Children have now developed a ‘have a try’ attitude. Children are willing to share work. CSt added that the school can now measure the impact.   *Question: Has the introduction of Growth Mindset seen a tangible impact on attendance/self-esteem? Directors were advised that the introduction of Growth Mindset has had a positive impact on pupil’s self-esteem. Pupils are now not worrying if something goes wrong and they are now learning from their mistakes.*  *Pupil Premium Update*  VS gave Directors an update on Pupil Premium. She advised that she took responsibility of this area after half term and since then she has carried out the following:   * Set up a one page profile of strategies that are being used, pupil’s attendance and behaviour. * The school has received £178,000 in Pupil Premium. * Small groups and 1:1 tuition will be carried out and the impact measured and recorded.   With no further questions, TB thanked members of the SLT for their informative reports. At 2.45 pm they left the meeting. | |
| 7 | Finance Report | | The Finance Report to Directors was uploaded onto the Google Drive prior to the meeting. CS gave Directors an overview of the report. She advised that the cost center report is currently being prepared and will be presented to Directors at the next meeting. It was noted that there are a couple of overspends which is due to purchase of new furniture and staff training.  *Cost Centre Review*  This item has been minuted confidentially.  The Chair thanked CSe for her informative report and she left the meeting at 2.55 pm. | |
| 8 | Report from the Headteacher of Winter Gardens | | The Headteacher’s Report was uploaded onto the Google Drive for review prior to the meeting. The Headteacher gave Directors an overview of the Report and the following points were discussed in detail:  *Pupil Progress*  Directors were advised that the data from autumn 1 was disappointing. Pupil Progress meetings have been held and has focused teachers on the areas that need to be addressed. The meetings will be repeated every half term. Directors were referred to the autumn 1 summary of attainment and progress report and they were given an in-depth analysis of the report. Directors were advised that from January, Year 6 will be set in Maths.  *Question: What is the school doing to ensure that Year 6 pupils reach their targets? The Headteacher advised that the school is looking at the pupils KS1 score in order to identify the children which need targeting. Pupil progress meetings are also targeting these children. There is also an extra teacher in Year 6 who is currently on a phased return to work who is doing very well.*  Directors were advised that this year, 80% progress is expected in English, Writing and Maths. It was noted that this is below floor level and the data will be unpicked further and children supported when needed.  *RAISE Online*  As the report has only just been received, this will be reviewed at the next meeting.  *Children in Care*  Directors were advised that the school currently has 4 children in care. Sylvie Ruck, Essex CIC and Lisa Webb, CiC Leader, has recently monitored the school’s provision and was deemed to be good.  Directors were advised that there has been a racism incident in school where a child was overhead talking. This has been addressed and the school has introduced a ‘red card to racism’. In response to a question from a Director, the Headteacher confirmed that racism is not an issue within school.  *SEND Report*  Directors were advised that the SEN Report prepared by Lisa Webb has been uploaded onto the Google Drive. Lisa Webb will be attending the next meeting in order to give Directors an overview of SEND.  It was noted that TB has undertaken two SEN visits and that the visit reports have been uploaded onto the Google Drive.  *Staffing*  The Headteacher was pleased to report that the number of staff on long term sick has decreased to one. A member of staff who was on long term sick is currently undergoing a phased return to work which is going very well. The Chair congratulated the Headteacher on how the matter was handled and especially the positive outcome.  The Headteacher advised that she would like to commence the recruitment process for a Deputy Headteacher early in the spring term. Directors will give consideration as to whether an internal or external process is to be undertaken at the next Directors meeting.  *Parents*  The results of the parental satisfaction survey has been analysed. Directors were advised that the results were generally positive however, there were some issues regarding bulling incidents which will need to be investigated further. MS reported that a meeting of the Pupil Discipline Committee took place this morning in order to consider the decision of the Headteacher to permanently exclude a pupil and that the parent made an allegation of bullying which will need to be investigated.  *At 3.45 pm Mrs Wigmore gave her apologies and left the meeting*.  *Safeguarding*  Directors were advised of the following:   * There are two children from the same family on Child Protection. * There is one Child in Need. * Since the last meeting, the school has made two referrals to Social Services. One is an ‘open case’ resulting in ongoing work from social workers. The other has resulted in no further action being taken. * There are 43 children in school on the safeguarding monitoring/concerns list. * Attendance is currently 95.7%. * Maz Norman from the LA has met with the Headteacher and TB in regard to a complaint made by a parent to the DfE. The LA are happy with the systems that are in place and no further action will be taken.   *Monitoring*  It was noted that MS and TB will shortly be meeting in order to plan for monitoring schedule for the spring term. | |
| 9 | Report from the Executive Headteacher of SEAT | | SH did not have anything further to report. He added that he has been into school in order to carry out lesson observations in order to support teaching over time. | |
| 10 | Parental Advisory Group | | The Headteacher advised that parents have been informed that the school will be looking for members to form a Parental Advisory Group. The last parent session which was held was very well attended. | |
| 11 | Policies | | There were no policies to be approved. | |
| 12. | Agenda item for next meeting | | The following was agreed:   * RAISE Online * SEND Report | |
| 13 | Identify steps for Directors/Executive Headteacher to take before the next meeting | | Deputy Headteacher appointment. | |
| 13, | Data and time of next meeting | | Tuesday, 19th January 2015 at 10.00 am at Parkwood Academy | |

With no further business the Chair thanked everyone for attending. The meeting closed at 4.00 pm

**Actions**

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| **AGENDA ITEM/**  **ACTION POINT** |  | **RESPONSIBILITY** |
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Prepared by: Emma Terris

Authorised by: ………………………………. Date: …………………

Chair