

LGB Minutes of Sampford Peverell School held on 10.06.15

| Date & Time | 10 June 2015 18:00 | Location | | Sampford Peverell School |
|-----------------|--------------------------------------|----------|-----------------|--------------------------|
| Attendees | | | Attendees | |
| Gail Foreshow | Parent Governor | | Judith Thurgood | Staff Governor |
| Vivienne Heeley | Foundation Governor (Safeguarding) | | Matt Huddleson | Parent Governor (Chair) |
| Andrew Dixon | Community Governor | | Lyn Brimson | HOS |
| Claire Bullock | Community Governor (Health & Safety) | | | |

| Apologies | | Absent Without Apology | |
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| In Attendance | | Minutes to | |
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| Jan Baker | EHT | Admin | Diocese |
| Lucy Poole | Clerk | | |

| | Minutes | | |
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| 14/2015 | Welcome & Introduction MH welcomed AD to the meeting. | | |
| 15/2015 | Apologies None | | |
| 16/2015 | Declaration of Business interests None – all annual declarations completed and returned to Clerk. | | |
| 17/2015 | Minutes of the Previous Meeting Approved without alteration. | | |
| 18/2015 | Matters Arising a. CB happy to take the role of Foundation Governor. b. 4/2015 (c) Lettings Policy – CB still to do in conjunction with LB by the end of term. | | |
| | Action | CB/LB | End of term |
| | c. 4/2015 (b) Swimming Pool – MH asked for a progress report on the Business Plan. JT spoke to another staff member about how the pool is run at Holcombe Rogus but no further work has been done. JT explained how that pool is run and AD said that the pool at Sampford Peverell used to work on a system similar to this although the controls have somewhat broken down. The boiler has now broken although Year 2 are likely to use it unheated. LB spoke to a parent this morning who is going to put together a working group to deal with this. CB had spoken to the Swimming | | |

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| | <p>Association who were very negative. A cover to help warm the pool could easily be purchased for around £556 including delivery and VAT. CB to arrange to order this.</p> <table><tr><td>Action</td><td>CB</td><td>ASAP</td></tr></table> <p>d. Slippery Decking outside Class 1 – not yet rectified. e. AT's PAT testing qualification was re-done. f. Website – looks much better although some sections still need to be populated. LB aware and this is a work in progress.</p> <p>New school sign looks very good. Road being resurfaced and yellow lines painted over the Summer Holiday.</p> | Action | CB | ASAP |
| Action | CB | ASAP | | |
| 19/2015 | <p>Feedback from Directors</p> <p>MH fed back on the more recently held Chair's meeting which was felt to be more relevant.</p> <p>a. Cycle of Governors meetings - Two in the Autumn term with one of those being at the Tiverton Hotel, one in Spring and one in Summer.</p> <p>b. Visions and Values of PAT. HEART! Hope – Energy – Authenticity – Responsibility – Trust!</p> <p>c. Bickleigh School joining the PAT. CB asked if the PAT has any recognized credentials. JB said that it does not other than educational ones.</p> <p>d. There will be a new induction pack for new Governors, specific to a Multi-Academy Trust.</p> <p>e. A dashboard with all the schools and attainment at key points in time is being prepared which will be useful for comparison of the PAT schools. There will be some commentary on that from Gary Chown. It will also include details of staff absences, Governor meeting attendance and many other items of information to look at consistencies and inconsistencies. There was a request made for a named SEN Governor at each LGB. GF is our SEN Governor. There was also a request for a Governor to take responsibility for Website compliance. AD happy to take this on. LP to forward the compliance checklist.</p> <table><tr><td>Action</td><td>LP</td><td>ASAP</td></tr></table> <p>f. Adrian Quequell, Chair of Governors at Bickleigh has been voted in as LGB rep on the Board of Directors.</p> | Action | LP | ASAP |
| Action | LP | ASAP | | |
| 20/2015 | <p>Health & Safety and Premises</p> <p>Questions answered in Appendix 1.</p> | | | |
| 21/2015 | <p>Safeguarding Report</p> <p>Questions answered in Appendix 1.</p> | | | |
| 22/2015 | <p>Head of School Report</p> <p>a. Pupil Premium b. Sports Funding c. Update to the SEF d. Monitor the SIP e. Outcome of CIF bids f. Current work on British values g. Review Parental Surveys h. Invite to school events i. Website compliance j. SIAMS inspection and documents – report distributed to Governors to be read outside the meeting. SIAMS to become a regular agenda item.</p> | | | |

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| | <table><tr><td>Action</td><td>LP</td><td>In due course</td></tr></table> | Action | LP | In due course |
| Action | LP | In due course | | |
| 23/2015 | Monitor the Head of School Budget | | | |
| 24/2015 | <p>Local items of business</p> <ul style="list-style-type: none">a. Brief update on school building – see Appendix 1.b. Update on Foundation unit - see Appendix 1.c. Mick Waters 101 things – Governors were asked to forward their suggestions for this list to LP. <table><tr><td>Action</td><td>All Governors</td><td>ASAP</td></tr></table> | Action | All Governors | ASAP |
| Action | All Governors | ASAP | | |
| 25/2015 Decision | <p>Annual Calendar of LGB business</p> <ul style="list-style-type: none">a. Approve TORs - approvedb. Review of school security arrangements – move to Autumn agenda <table><tr><td>Action</td><td>LP</td><td>Autumn</td></tr></table> | Action | LP | Autumn |
| Action | LP | Autumn | | |
| Decision | <ul style="list-style-type: none">c. Review of Grounds Maintenance staff/contract - approved | | | |
| 26/2015 Decision Decision Decision Decision Decision Decision Decision | <p>Policies and Statements as per the Annual cycle</p> <ul style="list-style-type: none">a. Admissions Policy - approvedb. Exclusions Policy – panel to consist of all non-staff Governors. Policy approved.c. Home School Agreements - approvedd. Safeguarding Policy - approvede. Sex Education Policy - approvedf. Collective Worship Policy - approvedg. Anti-Bullying Policy – approved. | | | |
| 27/2015 | <p>Issues for Directors and Innovative Practices</p> <ul style="list-style-type: none">a. Diocese sign off for Foundation Unit is required urgently.b. Governors preference is that the kitchen continues on site but understand if it would be more appropriate to prioritise funding in a different way.c. CIF bid re-submitted which Governors are pleased with. Governors would hope that any bids for 15/16 would include the resubmission for the new school. Governors would like to show their thanks, appreciation and excitement for the support shown for developing the school and lowering the age range and especially for central support. There is great anticipation and excitement at the school and within the community. The school is in a very positive place to increase its role and to become a dynamic force within the village and all of that will help the sustainability of this provision for the community of Sampford Peverell which is very important. There is a real increase in community engagement.d. CB asked if PAT are looking at corporate sponsorship. JB said that the focus is elsewhere at the moment but that they might be moving forwards. | | | |
| 28/2015 | <p>Date and Time of Next Meeting</p> <p>17 November – PAT meeting – time and venue to be confirmed.</p> <p>For future LGB meetings Governors would prefer Wednesdays with Tuesdays not being a viable option.</p> | | | |

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| | <p>SUMMARY OF DECISIONS</p> <ul style="list-style-type: none"> • 25/2015 (a) Terms of Reference approved • 25/2015 (c) Grounds Maintenance Contract agreed • 26/2015 (a) Admissions Policy approved • 26/2015 (b) Exclusions Policy approved • 26/2015 (c) Home School Agreements approved • 26/2015 (d) Safeguarding Policy approved • 26/2015 (e) Sex Education Policy approved • 26/2015 (f) Collective Worship Policy approved • 26/2015 (g) Anti-Bullying Policy approved <p>SUMMARY OF ACTIONS</p> <ul style="list-style-type: none"> • 18/2015 (b) CB/LB to confirm Lettings Policy by end of term • 18/2015 (c) Cover to be purchased for swimming pool • 19/2015 (e) LP to forward Website Compliance audit template to AD • 22/2015 (j) LP to ensure SIAMS is a regular agenda item • 24/2015 (c) Governors to email their suggestions for '101 things' to LP • 25/2015 (b) Review of School Security Arrangements to be moved to Autumn agenda |
| | <p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p> |

Appendix 1 - Questions for Sampford Peverell LGB 10.06.15

1. **Re. Health & Safety – What are we doing to address the condition of the buildings? Do we have budget and resource to address these? (MH)**

Answer - CB said that the bid for a new school building was put in but other than that remedial repairs are being done. The CIF bid was not successful but has been re-submitted on appeal. LB said that there is no set plan. There are constant repairs needed on school roof and plumbing. Liz Sanderson had suggested that there is £10,500 left to be used in this area although MH read this to be more like £2300 with a few weeks left of the year. JB said that all of this would look to be spent to make improvements where possible. Re-submission includes that the kitchen is to be condemned if there is no work done on it before September. The profile of the school changing to include Foundation Stage children will help to show that the school is viable. MH suggested that information on this be included on the schools website in order to generate interest and support from parents and the wider community. CB said that toilets are the priority to fix – also work to be done on the kitchen. JB said that an options appraisal is being done on all the kitchens across the PAT JB to liaise with VG about SP. It would be feasible to do the necessary to bring the kitchen up to a point where it is viable. PAT could put money in to improve the kitchen significantly however the space would be the same. Option to close the kitchen and making it into a servery and buying in meals from Wilcombe.

2. **Re. Health & Safety – Has the AT Fire Risk training (May 2015) taken place? Was this adequate? Were there any gaps? (MH)**

Answer - yes this training has been done. Fire Assessment needs to be updated but this is being dealt with at present.

3. **Re. Health & Safety – the document indicates that there are areas where solar gain has not been reduced, but needs to be. Where and what is this? And what are we doing about it? (MH)**

Answer - CB was unsure what this referred to. JB suggested that that part of the document was only applicable to schools that have solar panels.

4. **Re. Safeguarding – Please can the pupil statistics be explained? (MH)**

Answer - LB said that the action plan has been rag rated and some of the red items have been signed off today. The number of MASH referrals is now out of date. LB explained some of the acronyms Multi Agency Safeguarding Hub. MARAC – this is to do with domestic violence issues. 121A is a police incident where there is an attendance at a household where there are children in the house. DAF – Devon Assessment Framework – this is a new process of assessing need and identifying the provision of support for the children. JB explained how funding is received and what PAT assistance there is for this. CB said that it is important to note that although it seems that the numbers of children with Safeguarding issues has increased, this is partly due to the staff noting these children with more skill and understanding. This is due to Sampford Peverell's inclusion in the PAT. Also that the PAT have given the school access to funding to work specifically on safeguarding issues. It is felt by the relevant staff that financial support when requested for individual children with high need from PAT has always been given. GF to send details of useful acronyms to LP for distribution.

| Action | GF/LP | ASAP |
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5. **Re. Safeguarding – Please can we understand where there are satisfactory arrangements in place for dealing with potential safeguarding issues and how these are reported and recorded. For example, do we include situations arising between pupils and families and if so, how are we reporting/recording these? (MH)**

Answer – A pink form is completed by staff and handed to HOS. There will then be a discussion with the submitting member of staff. Actions needed are recorded and carried out. MASH contacted for advice or JB as Deputy Safeguarding Officer. Sometimes there are queries from MASH to LB. School nurse or PCSO might be contacted for advice. MH asked for clarification on where the cross over is from where a perpetrator might be assessed for a Behaviour issue and where a 'victim' might be looked at as having a Safeguarding concern. LB and JB agreed that Safeguarding issues are always considered case by case where professional judgements would be made through discussion and evidence. CB asked if parents are automatically informed if a pink form is completed and LB and JB confirmed that this would not automatically happen.

6. Re. Safeguarding - **SEND - Are we satisfied that the steps that we are taking are working well? Are there any SEND children where a change of approach is needed or could be desirable? (MH)**

Answer - LB said that there are a variety of approaches around this. JB also pointed out that SEND and Safeguarding are not the same thing. VH asked how often Sarah Milne attends school and JB said one day a week. VH asked if this would be to do one to one work with children. LB said that there would be a variety of things including a lot of administration. AD asked if more time is allocated to the Foundation stage children in terms of assessing need. JB said not at the moment no. AD said that in his experience more time given to Foundation stage children may result in a reduction in issues arising in later years. AD asked if more time resources will be allocated once the Foundation Unit is fully functioning at school. JB said that it is constantly under review and needs will always be met.

7. Re. HOS - **Year 6 - What are the main blockers or obstacles (other than pupil ability) present within the school which might be inhibiting 3 stages progress? (MH)**

Answer - JT said that there are a number of things that might inhibit progress. Very difficult, for instance, to move a level three reader to a level six reader. Also level 2A children to level 5. JT said that there can be such a wide range of vocabulary encountered in a SATs paper that it is difficult to prepare for. JB said that life experience and maturity does sometimes mean it is harder for a child to achieve a level six in reading since level six is the average expectation for a Year 8 child. If a child is to be awarded a level six there has to be a moderation of this, certainly in Devon. AD asked what a level five means for a child moving to high school and LB confirmed that leaving primary school with a level five should mean grades A-C at GCSE level. MH asked for reassurance that these types of issues are addressed and LB confirmed that yes this is absolutely done. JT said that there is more that could be done particularly in the way of parental involvement and perhaps with regard to class sizes and assistance in class. CB asked if members of the community helping in school would be useful and JT said that it would. CB has information on a local author who might be interested in running workshops in school.

8. Re. HOS - **Behaviour - I note that some children have their own behaviour plan. I also note that the parent survey responses on unacceptable behaviour remain concerning (as they were last year). There have been concerns about rough play, social exclusion and threatening (even violent) behaviour between children. We might speculate that many of these children do not have a disciplined home life, but it potentially impacts on the children that do. Can we have an update on what kind of methods we are employing to deal with such children? (MH)**

Answer – A new five step behaviour plan is being used in school. Contact with parents has been improved. Lunchtime exclusions were considered and behaviour is rapidly improving as a result of that. An MTA is doing work with children who might need extra support during lunch time. This is proactive rather than reactive. Children are sent to LB if necessary. AD asked if children are fully aware of the Behaviour Policy and LB said that an assembly was conducted on this topic. LB has regularly been eating lunch in the hall, partly to monitor and partly to influence undesirable behaviours prior to lunchtime play.

9. **Behaviour came up in the survey. HOS report mentions introduction of new policy. Can you give us a bit more feedback on how this is working, and do you think we have now addressed the issues raised by parents? (GF)**

Answer - The new behaviour policy is helping to develop a consistent approach through the school – as in HOS report it now needs to be embedded so there is no need for swift movement through the steps and behaviour is stopped early or through an engaging curriculum, good pupil rapport and setting up of opportunities at lunchtime – maybe a quiet area/structured play to support children who need this support at times of less structure.

10. Re. HOS - **Attendance - linking back to safeguarding I note that "some children's individual illness absence is quite high". Have we considered and discounted safeguarding issues there, and is that recorded anywhere? (MH)**

Answer - LB receives attendance print out. Has spoken directly to parents concerned and is monitoring the attendance of a particular child. This year we have had chicken pox and then a sickness bug. Improvement point – would be to track those children we have concerns about – why are they ill – how many sick, cold? This could be looked at in more depth by HOS each month with the office staff who ring parents to ask why children are away.

11. Re. HOS - Budget - It looks like we are significantly underspending in a number of areas where we have the budget. For example: English; Maths; Pupil Premium Resources; Sports Funding (I note however that the budget line on sports does not match the Sports Premium report). Please can we explore these areas where we might assume that spending the budget could lead to better outcomes for the children? (MH)

Answer - JB said that this year's central budget monitoring system is not robust. This is changing for September and will be easier for LB to use and for Governors to track. However, money shown left in the budget will be spent. Sports funding not spent as it was saved for the hire of the minibus – LB has chased this at CLT last week. Maths – LB has now asked teachers which resources we need to purchase for the classrooms ready for next year. Pupil premium has been spent but not caught up with the budget line, same as sports premium.

12. Re. HOS - Sports Premium - Assuming that there is an underspend in Sports Premium, is this not funding that we could put towards the swimming pool to find a solution whereby there could be potential year round usage etc? In particular, is it a "use it or lose it" budget? (MH)

Answer - Some of this is allocated to PE kit yet to arrive. Also some has been allocated to the mini bus. LB suggested that the school might be better placed to have its own mini bus? MH said that this is a large capital expenditure but LB confirmed that still it would cost less than the hiring being done currently because this would be shared with Wilcombe School and Wilcombe School could park the bus. This is all aimed at enriching the current curriculum for children.

13. Sports funding. Budget appears to show lots left. Will we have spent full allocation by end of term and if not can it be carried forward? (GF)

This questions answered at point 12 above.

14. Re. HOS - Pupil Premium - this all looks very good to me, but how do we ensure that an alternative view is considered as to whether we are using pupil premium in the most effective way? For example, is there a system of getting a second opinion? (MH)

Answer - LB said that the plan for spending the pupil premium money is challenged by LB during Pupil Progress meetings with teachers so the IMPACT is clear and evaluated. JB said that Governors should be assured that there is a continual level of challenge. GF felt that this was documented very well in the HOS report. LB said that this report included parts written by the staff individually and they found this very useful.

15. Re. HOS - SEF - Not a question, just a comment to recognise the excellent work that has gone into the SEF. This is current, and as such is likely to only need to be updated slightly (also to include the FSU?) to be live in Autumn. Well done! (MH)

Response - The SEF will be rewritten in the summer/autumn term to take account of the results from SATS in year 2 and year 6. These will determine the actions back in school as well as pupil progress.

16. Re. HOS - SIP - Another well-crafted document, well done! Please can we have an explanation of each of the "Red" actions, in particular in terms of whether these are at risk, or simply haven't begun? Also, for those that are at risk, what are we going to do? (MH)

Answer - MH asked if tasks which haven't yet begun could be rag rated using a different colour. GF asked if that information could be added in and LB said that it could. Staff to look at curriculum provision – started to do this – planning together session for the summer term with trips. Children review current practice – done for maths in June. Marking policy and code to be reviewed and clarified this term. Staff all have the question fans.

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| Action | LB | Autumn term |
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17. Re. Policies & Statements - Admissions Policy - will we need to update the oversubscription criteria (next year) in light of the FSU, to give some preference to children already attending the FSU? (MH)

Answer - Yes it will need to be updated at that stage. The cycle is that in September the policy is reviewed and it will go out for consultation for approval in the Autumn.

18. Please would you let us know what the school/PAT's policies are for the following and provide figures for the year where applicable:-

a) Health & safety recording, (including near misses) and follow up action plans.

Answer - JB suggested that these would be dealt with but not necessarily reported. This is to be referred back to Vanessa for guidance reference how and what would be recorded.

| Action | LB/CB | ASAP |
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b) What is the procedure when a child is poorly whilst in the care of school? Particularly who is primarily responsible for caring for that child and when do parents get contacted?

Answer - JB said that it is the class teacher's responsibility. CB asked if there is a policy or procedure for teachers to follow. LB said that a professional judgement is made on a case by case basis. CB suggested there have been instances where parents haven't been contacted but child minders have. LB to look into this as parents always make these decisions about these instances.

c) How are hazardous chemicals (including items like cleaning products, toner and dishwasher tablets) stored, labelled and COSH registered and 'let out for use'?

Answer – These are now under lock and key. CB said that there is still a COSHH register required and they need to be labelled. This to be taken to Andy (caretaker) – for Vanessa to action.

| Action | LB | ASAP |
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d) If an extreme emergency occurred e.g. Child missing (abducted) or unpleasant intruder what's the procedure? (CB)

Answer - JB said that there should be a disaster plan in place and this needs to be reviewed AD asked if there are external H&S assessments done and JB said that yes DCC do this every three years.

19. Please would you tell us what performance improvements there have been for pupils since we last met? (CB)

Answer - Praise for Emma Barrett with the reception moderation visit which helped confirm our predictions for the reception children – thorough discussion about the children complete with evidence – provision for these children has been rigorous with consistent monitoring between EB and LB. Year 1 and 2 children have been taken on a trip to Bicton which they are using to gather evidence for children's writing. Year 5s are a focus at the moment with JT/CG. Staff appraisal will be focussing on progress (triangulated evidence of books, teaching, in year data) in relation to pay decisions.

20. Please would you tell us about staff performance since we last met and how this has been improved? (CB)

Answer - LB said that a lot of work has been done this year with all staff together. Staff are also being extremely supportive of one another and seem to have motivation and drive. CB said that the school site seems to be better taken care of and tidier and generally more loved.

21. Can you tell us about your foundation unit plans and what we can do to ensure its success? Has any thought been given to the customer's first encounter? (CB)

Answer - Parents are going to be encouraged to come in with their children on a child and parent day. This will be followed by parents dropping their child off for a period of time. There will need to be work done on signage and communication with parents. This will be done independently of school communications. Expertise on good practice at Foundation Stage will be used within the PAT. The consultation has been done locally informally with Richard Maudesley. There is a need to wait for an official response from the Diocese which GC is chasing. This will support the work with the EFA regarding the application for lowering the age range of the school. VH asked what numbers are being considered. LB said that there are currently six signed up.

22. How is progress engaging with the community going and what specific actions have and are being taken? (CB)

Answer – Lunch at the Methodist church with the community – LB received lovely feedback about this. Now need to promote this in school so other staff accompany different children each time? LB and Betty have been discussing how we may provide lunch for the senior citizens – LS is helping with ideas

for advertising and return slips. Betty has said she needs two weeks notice – plan is for the beginning of July. Support with organising the Sampford Peverell History Society book – presentation in July to school and parents – opportunity to buy as well. Sporting events such as the Exmoor Challenge.

23. Re. Classroom moves - What are the arrangements for moving any heavy items of furniture during the class moves? Are there plans to buy new furniture e.g. tables and chairs? What plans are in place in case the works are not completed in time for the start of the new academic year? (JT)

Answer - This has been spoken about briefly in staff meetings. Andy will be helping with the heavy lifting and Vanessa can be approached for extra assistance from PAT. JT said that there is some anxiety from staff about how this is approached. MH suggested members of the community are asked for assistance. JT asked about budget for new classrooms etc. JB said that this would be funded. CB asked how these decisions are fed back to staff. MH suggested there could be a timeline drawn up for this together with the staff. LB agreed to do this. For FSU – Duchy has some large tables suitable in height this age group which are available for us. LA is looking into the cost of a couple of chairs for his classroom as he has a slightly larger class.

24. Re. TA allocation for next academic year. When will staff be informed about the TA hours/personnel allocated to classes for 2015-2016? (JT)

Answer - HOS has spoken with EHT and this will be available soon as budgets are decided centrally for the forthcoming year.

25. Comment on SEF report - In the section on issues KS2 on the SEF, I have the following comment: 'reluctance to trial new ideas and teaching methods'. Could this be expanded on/evidence of reluctance given and has this been discussed with staff? (JT)

Answer - LB feels that now there is much more evidence of staff working together as a team. Governors had differing opinions on the issue of positive or negative feelings from teaching staff in the past. JT brought up her concern that this is still a current issue that potentially Ofsted might read and use as a base when making their judgements. The SEF is a reflection of the whole year, now staff have completed the SIP evaluation together, and written the pupil impact sheets for Pupil Premium and SEN children.

26. Re. Parent survey - Low number of responses. Do we know how many families replied or have you counted no of children? In KS1 there was one person who strongly disagreed with several questions. Do we know who is was (I don't mean name of person) but in terms of whether are able to follow this up? (GF)

Answer - LB confirmed this is children, not families. LB did know the family involved and is therefore able to contextual this. The one unhappy parent was due to a specific issue that LB was unaware of and therefore unable to deal with in a timely enough fashion.

27. If possible please can we have reminders of abbreviations in documents? For example in pupil premium doc ARE and in SEF APS. Thanks. (GF)

Answer – LP to re-send Acronyms document previously distributed to all Governors.

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| Action | LP | ASAP |
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28. Re. HOS report. Please can you confirm expected levels of progress /levels for yr 2 and 6? (GF)

Answer - We are awaiting the SATs results for year 6 in reading and maths and year 6 are still completing some writing tasks. Year 2 have started their tests and still have maths to go.

29. SEN - good to report detailing interventions and impact. Do we have a sense of whether the children are on track with their individual plans? Are we able to say e.g. Of 10 pupils 8 are on track for their individual end of year targets? (GF)

Answer - Each half term all progress is reviewed. There is a real push on targets at this stage in the year and then there will be much more of an idea of what the achievements look like. JT said that each child has an IEP with very specific targets. JB suggested that the school could move towards being able to provide a percentage of how many SEN children are on track. JB pointed out that the more

important element is ensuring that the targets are aspirational as well as a realistic stretch for the children.

- 30. I also wish to say thank you to Lyn for all the information provided to help us as governors do our role. So many encouraging things. (GF)**