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 Headteacher: Mrs R Chessell

Agenda for the Meeting of the Full Governing Board of Binstead Primary School
 to be held **at School** on 10/12/2024 at 5.30pm

Governor	Role	
Kate Redrup	Co-opted Governor/Chair	Finance & FGB
Gemma Cook	Co-opted Governor/Vice Chair	Finance & FGB
Heidi Bruin	Staff Governor	FGB
Rebecca Chessell	Headteacher	Finance & FGB
Charlotte Bowerman	Parent Governor	FGB
Edward Marsden	Co-opted Governor	FGB
David Sweet	Co-opted Governor	FGB
Sarah Rye	Co-opted Governor	Finance & FGB

Decisions Actions Challenge Support

Angela Dexter – SBM & Acting Clerk

Apologies from KR (GC to Chair meeting) & DS
 JM (RE Lead)

FGB

Reading lead presentations

Hannah Watkin Phonics lead

100% last year phonics check!!!!

Little Wandle information can be found via this link

<https://www.littlewandlelettersandsounds.org.uk/resources/for-parents/#tabnametabHowWeTeach>

EYFS & Year 1 complete 6 weekly assessments to ensure fluency.

Assessment template in Little Wandle. This will show any children that need to have “Keep up” sessions for those below 80% - see handout

Every day each child has:

Phonics – 25 minutes daily session (in the class group)

Keep up – 10 min extra (in small groups) for those below 80% on the latest assessment.

CB – Does this flow up to older years? Yes, changes to catch up, again 10 minutes a day plus extra reading. We have invested in KS2 books which still cover phonics sounds but are aimed at older readers.

Fluency books are what year 2+ read. Year 2 usually start around Christmas.

RC – All age appropriate

HW – Year 3 also use these as class reading books.

For the majority the keep up does put them back on track. They would then be assessed again as usual and cycle starts again if needed.

EM – Do you have to manually enter onto the system? HW – yes teacher inputs.

Little Wandle is a good phonics system, need to focus on parental engagement as not all parents read with their children.

Letters being sent home to offer support and encourage them. Information evening have also been held, better engagement this time with current reception children.

SR – Are there any parents who have reading issues themselves? HW – No, we think it's more time management.

Reading is the only homework for KS1.

HW & Kate Nordbruch (English lead) looking into another reading event.

EM – Have tried these at his school, not very well attended. Reading breakfast now in place. Reading is an issue for all schools not only maintained.

CB – Benefits on Little Wandle in Milestone Data?

RC – Hard to see, only have 2 years of children who have completed Little Wandle. Reading data historically been good, spelling is the focus.

Year 2 start Little Wandle bridge to spelling:

Little Wandle Spelling is a new spelling programme designed to provide a seamless link from the main Little Wandle Letters and Sounds programme to learning spelling in Year 2.

1. Little Wandle Spelling aims to build on children's knowledge of the alphabetic code and teaches them to spell with confidence.
2. There are three parts to the programme at Year 2:
 - Phase 5 review
 - Bridge to spelling
 - Spelling. After a five-week review of Phase 5 in Autumn 1, children move on to the Bridge to spelling which teaches them how to 'think about spelling'. Over five weeks in Autumn 2, the children complete the alphabetic code and learn the underpinning concepts of spelling. Once this learning is secure, children are ready to move on to the Year 2 Spelling units in Spring 1.

RC – Will eventually work, more fluent readers will come through. Phonics results show the scheme works. No longer a banded system where children just read all the books in that band v=before moving on. Little Wandle is assessment driven so they do not move on until they can read them fluently.

CB – Read 5 times with her child to become fluent rather than just once.

GC – Following last year's minutes, you said there was a need to look at staff training to improve confidence. Has this been completed?

HW – Year 2 TA now working in Year 1 in the morning so that has helped her confidence.

HB – Some TA's don't like to ask questions; they are now asking.

RC - Learning walks completed and feedback given to staff.

HW – Learn as you go, improve confidence. TA's from Reception have moved up to Year 1 so know the Reception books covered.

HW – There is a template to cover for all books and this is kept with each set of books. Training is online and can be accessed by all if they need a reminder, or they can watch others who are more confident.

Governors thanked HW for her presentation.

1	Chair	Approval of the minutes of the last meeting: <i>All approved, no objections.</i>
2	Chair	Matters Arising from the minutes of the Previous Meeting / Action log: <i>All complete.</i>
3	Finance Chair	Finance Update – New budget agreed GC – All agreed. Next 3 years’ balance at this time. Payroll committee, awards agreed. Head passed performance management.
4	RC	<p>Headteachers Report</p> <p>RC – Apologies for no written report (see confidential minutes)</p> <p><u>IDSR – Inspection data summary report (will be shared)</u> Gives school characteristics and overarching issues. Only issued highlighted (significant difference no to national results) High Teacher absence 21/22 Lowest for children’s absence 21/22 Highest 20% suspensions 20/21 (only 3 children) Phonics above national Reading below – known and action plan in place.</p> <p>Head Teacher Report Report to share.</p> <p><i>SR – Potential option to increase numbers?</i> RC – Not at the moment. Only go over for SEN children. School not built for more than 30 in a class.</p> <p>Milestone Data 1</p> <p><i>KR - Why aren't there any Year 2 SEN data?</i> RC - No SEN Children</p> <p><i>KR - How do these data compare YOY and is Covid still playing a part?</i></p> <p>RC – End of last year’s results and beginning of this year is not comparison, you can compare at the end of year.</p> <p>Writing biggest challenger – spelling is the focus.</p> <p><i>SR – Is there a reason greater depth lower for year 2 that other years?</i></p> <p>RC – Year 1 to Year 2 curriculum quite a leap.</p> <p><i>GC – Year 5 data is the lowest. Without having the 2 teachers will this data improve?</i></p>

		RC – KS1 data was low for this group, cohort also plays a part. Covid reception year so social skills impacted. Smaller class was helping.
5	Chair	Safeguarding Updates Visit to be organised with GC
6	Chair	Health, Safety & Wellbeing Updates Nothing new. Will support team due to staffing changes.
7	Chair	Governor Matters, Reports & Training a) Training & Development b) Feedback from Official Complaints No training no complaints.
8	Clerk	Clerk (<i>Updates, if any</i>) All emails are shared from Di Hiscock please ensure you are reading them. CB – Any update on Clerk role? AD in place continuing.
9	Chair	<p>Policies for review – these are on the Governor Hub LA Policies – Social Media Attendance – still to follow.</p> <p>The following policies are up for review; however, they are LA policies and no new ones have been written yet, are we happy to readopt?</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Allegations of abuse against staff (Dealing with) Appraisal and Capability Support Staff Apprenticeships LA Data Protection Family Friendly Policy LA Teachers Pay LA Policy Recruitment Policy Staff Disciplinary</p> </div> <p>School/Other written policies – to readopt no change needed Low Level concerns Early Careers Teachers (ECT) Looked After Children (LAC) Health & Safety Records Management – I’ve changed some wording regarding IT Manager to IT support and removed Site Manager.</p> <p>Policies to review: NGA Governor visits</p> <p>All policies adopted.</p>
10	Clerk/ Chair	Correspondence - none

11	Chair	Impact of the meeting (i) What was the impact of the meeting? Understanding of data and early reading and how this impacts further up the school. Good foundations. (ii) What difference has the meeting made? Impact of staff absence on children and staff.
12	Clerk	Dates of the next meetings: 28/01/2025
13	Chair/ Clerk	Any Other Business Governors thanked all staff. <i>KR shared an email to send.</i> Minibus – we have purchased a minibus for trips and sports events. Friends will be helping to contribute towards costs as parents will be asked for donations towards fuel however this will be cheaper than hiring coaches. Swimming alone costs £240 per week in transport (out of school PE grant) Subject Access Requests – have an impact on the school due to time taken. Recent request took SBM 1 week to complete plus RC 3 afternoons to help redact information. Luckily not many requests but this can really impact leaders time.

Meeting finished at 7pm.

2024 Action Log

Item	Action:	Assigned to:	Status:
1	Policies to be reviewed – checklist, ensure front cover with date amended.	AD/RC/SH	Ongoing
2	Clerk to contact Iain Dore (Councillor) to find us a Local Authority Governor	AD	Waiting response
3	GC Safeguarding visit	GC	
4	Send thank you email to staff – from governors	KR/AD	