



Reydon Primary School

Minutes of Local Governing Body meeting held on Monday 18th March 2019 @ 6pm

Chair:	Celia Eldridge	Clerk:	Paul Cunningham
---------------	----------------	---------------	-----------------

Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Celia Eldridge (CE)	Trust (Chair)	P
John Verity (JVe)	Trust (Vice-Chair)	P
Gillian Simmonds (GS)	Trust	Ap
Carol Andrewes (CA)	Trust	P
Carly Grimmer (CG)	Staff	P
Catherine Millward (CM)	Staff	P
Jo Viner (JV <i>i</i>)	Headteacher	P
Jenny Knights (JK)	Parent	P

In Attendance

Linda Ellis, Deputy Headteacher (LE)
Nicki Mayne, School Business Manager (NM)
Paul Cunningham, Governor Services Clerk

Reydon Primary School Local Governing Body
Minutes / Actions

Monday 18th March 2019 @ 6pm

Agenda Item	Items Discussed & associated Challenging Questions
1. Welcome and apologies	<p>Chair welcomed governors to the meeting. Apologies for absence were received from Gillian Simmonds; governors consented to this absence.</p> <p>Governors noted that Wayne Stocking had resigned from the Governing Body.</p>
2. Training item on GDPR	<p>Governors deferred this item to the next meeting.</p>
3. Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p> <p>Headteacher declared that she is a governor at Red Oak Primary School.</p>
4. Minutes of Previous Meeting and Matters Arising	<p>The minutes of the previous meeting (held on November 5th) were confirmed as an accurate record. There were no matters arising.</p> <p>Solar Panels: NM confirmed that these are now working.</p>
5. Headteacher's Report / Update on Pupil Progress	<p>Governors received a report from the Headteacher (copy in minute book). In presenting her report, JVi made particular reference to the following items:</p> <ul style="list-style-type: none"> • Pupil Roll 192 (some pupils have had to be turned away due to Year Groups being full, and she noted that two appeals are pending). • Death of Gary Peile (ALT Chief Executive). • Two maternity leave appointments have now started, both of whom had a short overlap with the teacher that they were replacing. • Developing Curriculum and Subject Leadership. Curriculum Statement (circulated to governors) has been prepared. JVi and LE will be attending ALT Heads' conference later in the Term. • Pupil Premium (PP): no performance gap between PP children and other children, except where SEND also exists or where children are new to the school. • SEND: issues with accessing external support for some children. • Eco-Committee have helped to increase the range of items being recycled in school. Litter Pick coming up. • Pupil Sports' Leaders have been trained and are leading lunchtime activities. • Maths Learning Walk carried out. • School will take part in Baseline Assessment Pilot, and staff will be trained in this. As part of this change, the KS1 SATs will eventually be phased out. • Attainment: data is collected termly, although Pupil Progress meetings take place half-termly. <p><i>Q: CM asked: how will the school be managing cover issues with</i></p>

	<p><u>CPD and maternity leave? JVi replied that they will be using a combination of internal cover and well-known supply teachers. She noted that high-quality CPD is integral to the school's Development of Subject Leadership.</u></p>
<p>6. Budget Update</p>	<p>NM reported on the current budget report. She noted that:</p> <ul style="list-style-type: none"> • October census had 185 pupils, not 187 as planned, so there had been a clawback of £6195. • Targeted Support Grant from SCC of £20k (based on SEN data) had been received – she noted that this is not a ring-fenced grant, and JVi has decided to use this money to appoint a TA in Reception. NM noted that this has also offset a potential TA overspend. • Teacher salaries: saving of c£8k, although she noted that this is offset by increased supply costs, as one maternity cover is through a Supply Agency. • HTN bids are being moderated by SCC, as they have had to reduce levels of funding to all schools. This has been allowed for in the budget. • Repairs and maintenance overspent by c£3k. • £6.8k received from the Chancellor's Budget statement – she noted that this has been spent this on four replacement 'Smart Screens'. • Overall in-year predicted surplus of £83; carry-forward of c£116k. • Draft 3-year Budget Plan will be presented to governors at the next meeting in July. She noted that this is likely to show in-year deficits for each year.
<p>7. Subject Leadership Update</p>	<p>Governors received an update from LE (copy in minute book).</p> <ul style="list-style-type: none"> • All teachers lead at least one subject; some staff have more than one subject responsibility. • Subject leaders meet termly with other teachers across the Hub with the same responsibility. In addition, there is a "best practice" day at Red Oak Primary in Summer Term to share experiences of staff. • Pupil perception interviews have been carried out to inform subject development. Follow-up interviews will be held at the end of the year to help to assess progress. • Curriculum has been reviewed in the light of the proposed changes to the Ofsted framework. • 'Teaching vocabulary through the Arts' fund for ALT from Paul Hamlyn Foundation – at Reydon this is being delivered through Drama. Children are responding well to this approach, although it presents a challenge to record evidence of what children have done. LE showed examples of topic work undertaken, including a class reflective journal. • Governor link to each subject were agreed as follows: GS: History, SENCO, PSHE JVe: Maths, Science, Geography CE: Art, Music DT CA: RE and PE

<p>8. Reports from Sub-Committees and Governor Visits</p>	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits: several have been completed by GS, CE and JVe, and these are filed in the Visits folder.</p> <p>JVe noted that the H&S visit that he had taken part in to review the latest Handsam Health & Safety audit report had resulted in a score of 96.2%. The new audit report showed a significant reduction in the number of Action Points identified (3 of which have already been completed), and also that all outstanding items had been cleared from previous reports.</p> <p>CE reported on English Book Scrutiny, looking at Writing in Greater Depth and also a Learning Walk. She commented positively on the work seen across the school.</p> <p>CE reported on a Safeguarding Visit she had completed. Ten children are currently covered by support issues. CE noted that thresholds are often not reached when considering whether to report online safety concerns. JK asked if more information could be provided to parents about this issue. JVi noted that the school had run a session for parents a couple of years ago, but that this had been delivered by an external company, which had been costly. Governors agreed that the Computing Subject Lead would present to Governors about this.</p> <p>CE reported on a meeting she had attended to monitor the Trust's Action Plan for the School.</p>
<p>9. Review of Policies:</p>	<p>Governors noted that there were no policies to be reviewed.</p> <p>Governors agreed to set up a Policy Working Party to review a range of policies, which would then be brought back to LGB for approval.</p>
<p>10. ALT Business</p>	<p>There were no updates to receive.</p>
<p>11. Future Events</p>	<p>JV reported that future events will be added to the Governor Hub calendar.</p>
<p>12. Any Other Business</p>	<p>Governors approved renewal of RPA Insurance Policy provided by DfE along with the site-specific segregation of duties form as part of the financial controls manual.</p> <p>Governors also received an update on the latest Handsam scores for the period of 1.11.18 to 28.2.19, all areas were 100% complete.</p> <p>Newsletter: JK asked if could a link be emailed? CM confirmed that this would be free of charge, although she noted that many emails are not opened by parents. Governors agreed that the newsletter should be emailed to parents.</p>
<p>13. Date of Next Meeting</p>	<p>Monday 8th July 2019 at 6pm.</p>
<p>Confidential Personnel Matters (<i>Trust</i>)</p>	<p>(CG, LE, CM and JK left the meeting)</p> <p>See separate confidential minutes.</p>

<i>governors to remain for this item)</i>	
	Meeting closed at 7.31pm