



LOCAL GOVERNING BODY MEETING

THURSDAY 13TH JULY 2023

MINUTES

Present: Mr T Abbs, Head Teacher
 Mr T Jones
 Mrs V Mudge
 Mrs J Smith
 Mrs R Wilderspin, Chair

Apologies: None

Item No.	
1.	<p>Approval of Minutes of Previous Meeting – 15.03.23 The minutes of the meeting held on 15 March 2023 had been read and approved as a true record. All agreed.</p>
2.	<p>Matters Arising: The following matters arising have been completed</p> <ul style="list-style-type: none"> (a) TJ has taken on responsibility for Pupil Premium. (b) VM has returned to the LGB and will oversee SEND again. (c) Governors have been kept up-to-date with the progress and attainment of current Year 2 class in the Head Teacher's Report. (d) Quality of Education visit summer term – focus: Phonics & Geography has been completed. (e) The attainment and progress of all classes in reading, writing and mathematics, including pupil premium, has been reported. (f) Governors are now informing the school office of any completed training.
3.	<p>Governors' Notes of Visit:</p> <ul style="list-style-type: none"> (a) <u>Attendance</u>: A copy of the report had been circulated to the governors. Head informed governors that staff are attending deeper dive pupil progress meetings which allow teachers to identify and support attendance via future intervention plans. Live attendance data is used to inform these conversations (b) <u>Safeguarding</u>: A copy of the report had been circulated to the governors. The school has recently been award a 'Gold' standard for an external safeguarding audit. Actions from this audit have already been completed. (c) <u>Quality of Education</u>: A copy of the report had been circulated to the governors. The report was good in many aspects, in particular the progress in phonics. JS shared concerns that some books had not been visited since January (foundation). The Head was able to confirm that teachers give feedback in the lessons and books will be marked in future. JS also commented on there being no catch-up if a pupil leaves a lesson early. Head confirmed that the offer is the Primary Knowledge Curriculum which starts each lesson with a recap of the previous lesson. It was agreed that JS would undertake a deep dive on these gaps during her next visit. She would also like to focus on Maths. (d) <u>Single Central Record and Pupil Premium</u>: A copy of the report had been circulated to the governors. There were no further comments.
4.	<p>Head Teacher's Report:</p> <ul style="list-style-type: none"> (a) <u>Pupil Numbers</u>: There are currently 98 pupils, 6 with EHCPs, which is significantly higher than the national average of 3%. (b) <u>GLD</u>: The Head was asked if there had been any surprises this year. He confirmed that there had not been any. Teachers are already aware of the interventions required from Pupil Progress meetings. (c) <u>Phonics Screening</u>: 10 out of 13 Year 1 pupils passed (1 dis-applied) The pupils who did not pass their phonics screening test have already scored pass levels since. 3 out of 5 Year 2 pupils passed. (d) <u>Key Stage I Teacher Assessments</u>: There has been a lot of hard work involved to achieve this attainment. This will continue with Summer school for some pupils and intervention work in the autumn.

	<p>(e) <u>Houses</u>: These are being introduced in September. The pupils will be told which house they are in next week. When pupils earn Dojos they will also earn one for their house. This will support behaviour and attitudes through team-work. Points will be announced in assembly each week and a house cup will be presented to the winners. There will be a display in the hall to show the winner of the week.</p> <p>(f) <u>Times Tables Checks</u>: The pupils are now using 'heat maps' on TT Rockstars to encourage them to achieve better scores. The Head also does 'shout-outs' for those improving. Interventions for times tables are planned for September.</p> <p>(g) <u>Writing in Year 3</u>: Head reported that there had been robust moderation and that writing needs to be a focus in the School Development Plan with a culture of proof reading across the whole school.</p> <p>(h) <u>Maths</u>: There has been noticeable impact from the Maths Mastery curriculum in the Year 1 & R cohort. The Head is excited about the further impact this Mastery curriculum will have across the school. Further staff will undertake Maths Mastery training.</p> <p>(i) <u>Year 5</u>: This cohort has low attainment. There is a high level of need and also no KS1 results for comparison due to COVID. The governors will be challenging the Head on his expectations for this cohort as they go into Year 6.</p> <p>(j) <u>Summer School</u>: The Head informed the governors that the Summer School would be running for one week in the holidays involving 3 tutors, 18 pupils from current Year 1 to 5, for 12 hours of tutoring. Tutoring has been taking place during the school year and the Summer School is the last opportunity to access the remaining funding before the end of the year.</p> <p>(k) <u>Painting and Decorating of School</u>: Three classrooms, ICT site, art bay and KS2 corridor will be painted over the Summer holidays and the main hall in October. The carpets in the classrooms will also be replaced at Christmas.</p> <p>(l) <u>Summer Survival Packs</u>: Every child in the school will be receiving a pack for the Summer holidays. The packs will contain some maths, spellings, reading suggestions, paper and front sheet with reminders to log onto Rockstars etc.</p> <p>(m) <u>Year 6 SATs Results</u>: The Head talked through the Year 6 results with the governors. Overall he was very pleased with the results.</p> <p>(n) <u>Class Structure</u>: The Head was asked if the parents had any concerns if their Year 1 child is staying with the Reception Class next year. The Head said there has been a lot of preparation prior to any decision taking; the parents had been surveyed about the class structure and parents were phoned individually when the decision was proposed. The governors asked about the deployment of teaching assistants across the classes. The Head informed them that the Trust are funding a full-time teaching assistant for next year due to the high level of need. He explained where the TAs are deployed depending on the level of need in the classrooms.</p> <p>(o) <u>Designated Governor for Equality</u>: It was agreed that V Mudge would take on this role.</p> <p>(p) <u>Music Curriculum</u>: This is under review and a new scheme will be investigated. At present the budget does not allow the school to engage a music specialist, a different teacher will lead on the subject in September</p>
5.	<p><u>School Development Plan (Academy Improvement Plan):</u></p> <p>(a) The Head explained that the School Evaluation Form (SEF) is written by him to make a judgement of the school and from here to work out the development points which feed into the School Development Plan (SDP/AIP). He gave an oversight of the meaning of the SDP to the governors.</p> <p>(b) The Head also talked through the Academy Improvement Plan with the governors; in particular looking at Leadership and Management (high quality CPD, staff welfare, outcomes for vulnerable pupils), Quality of Education (prioritise reading, curriculum planning, key concepts, learning environments, ICT, EYFS outdoor area, houses, behaviour, buddy systems, debating, career related learning).</p>
6.	<p><u>Policies for Consideration and Approval:</u></p> <p>(a) <u>Anti Bullying</u>: This policy was ratified with one small amendment to page 6.</p> <p>(b) <u>Behaviour</u>: This policy was ratified.</p> <p>(c) <u>Equality</u>: This policy was ratified with two amendments - dates need to be amended and a full stop changed on page 5.</p> <p>(d) <u>First Aid</u>: This policy was ratified with one amendment on page 2 (office has double 'e') and missing full-stop on page 5.</p> <p>(e) <u>Lone Working</u>: This policy was ratified.</p> <p>(f) <u>School Uniform</u>: This policy was ratified.</p> <p>(g) <u>Volunteer</u>: This policy was ratified.</p>
7.	<p><u>Governor Training:</u></p> <p>(a) Governors have been invited to attend the school safeguarding training at the beginning of next term. If unable to attend they need to complete the online training early on in September and sign to say they have read and understood KCSIE.</p> <p>(b) The governors were reminded that the NCL website is an excellent resource for training.</p>

8.	<p>Any Other Business:</p> <p>(a) <u>Code of Conduct</u>: The governors will consider a draft Code of Conduct at the next meeting. B Wilderspin will research and write it.</p> <p>(b) <u>Governor Hub</u>: B Wilderspin will contact the Hub to update the roles of the governors and will undertake the skills check.</p>
9.	<p>Summary of agreed actions and next steps:</p> <p>(a) Quality of Education Visit focus on Maths and deep dive on gaps</p> <p>(b) Ensure governors interact with pupils on every visit to school</p> <p>(c) Track changes in policies for easy reference for governors</p> <p>(d) Head to report to governors about appointments made and protected characteristics</p> <p>(e) Report annually on positive action on disability on website</p> <p>(f) V Mudge to become Equality Governor</p> <p>(g) J Smith to become ECT Governor</p> <p>(h) Governors to contact S Wardell for logins to NCL where appropriate</p> <p>(i) B Wilderspin to write Code of Conduct</p> <p>(j) B Wilderspin to contact the Governor Hub to update roles and undertake skills check</p> <p>(k) Update website with the new governor roles</p>
	<p>Date of Next Meeting: 8 November 2023 at 9.30 am</p>