



LOCAL GOVERNING BODY MEETING

WEDNESDAY 15 MARCH 2023

MINUTES

Present: Mr T Abbs, Head Teacher
Mrs J Parke, Chair
Mr T Jones
Mrs R Wilderspin

Apologies: Mrs J Smith

Item No.	
1.	<p>Welcome:</p> <p>(a) V Mudge is temporarily stepping back from her governing body duties due to personal reasons. She could be approached in September to ask if she would like to resume her duties.</p> <p>(b) J Parke resigned as interim Chair of the Governing Body as of today. R Wilderspin will be stepping up as Chair. This is a Trust Board appointment and has the full support of the other governing body members.</p> <p>(c) Roles within the governing body were discussed. J Smith has the responsibility of Quality of Education and T Jones will oversee SEND and Pupil Premium. It was agreed that J Parke would investigate who could oversee ECTs as current governors could have a conflict of interest.</p> <p>Action: TJ responsible for Pupil Premium with a watching brief on SEND</p>
2.	<p>Approval of Minutes of Previous Meeting – 16.11.22</p> <p>The minutes of the meeting held on 16 March 2022 had been read and approved as a true record. All agreed.</p>
3.	<p>Matters Arising:</p> <p>All matters arising have either been completed or are on the meeting's agenda.</p>
4.	<p>Governors' Reports:</p> <p>(a) <u>Attendance</u>: A copy of the report had been circulated to the governors. Earith Primary's attendance is good compared with national statistics and with other Trust schools. The Head had received a letter from the Trust CEO congratulating the school attendance levels. The head reported that a recent Target Support Meeting with the local authority had also gone well.</p> <p>(b) <u>Safeguarding</u>: A copy of the reports had been circulated to the governors. One focus was around lunchtime and break times. R Wilderspin reported that the break when the Head was absent ran really smoothly. R Wilderspin had also met with DSL for a safeguarding overview in the school. She attends the ALT safeguarding forums which are informative.</p> <p>(c) <u>Quality of Education</u>: A copy of the report had been circulated to the governors. It was a very full and positive report.</p> <p>(d) <u>Health and Safety</u>: A copy of the report had been circulated to the governors. This was an introductory meeting as R Wilderspin is new to the role. She was given an overview of systems in place and the limits of the budget to help fund projects and maintenance around the school. There is a Hansam health and safety re-inspection at the end of April where actions, mainly focussed around fire safety, will be considered.</p> <p>(e) <u>Pupil Premium</u>: J Parke had looked at the Pupil Premium Strategy and the intended outcomes and success criteria. She had looked at pupil books, data and attendance. She had talked to pupils about reading, as this can be a key indicator of movement for disadvantaged pupils. She could see that pupils have a clear understanding of how to use the library. The overall review had been very positive and reaffirmed that the school is doing its very best for the disadvantaged pupils.</p>
5.	<p>Head Teacher's Report:</p> <p>(a) <u>Year Group Planning</u>: The Head talked through the plans for the classes for 2023-2024 with the governors. Class size, mix of children, SEN, pupil premium and teaching of the curriculum had all been considered within the suggested model. The head also explained where the classes could be situated and rationale behind this. The head also looked ahead at future years and</p>

	<p>numbers and class sizes and how the class structure and staffing may work. He is meeting with the Trust and Local Authority to discuss this next week.</p> <p>(b) <u>Progress towards Statutory Assessments</u>: The head explained in detail why the progress in reading for the current Year 2 pupils is above expected but the attainment is not where it should be. These are the pupils who missed pre-school due to COVID and then came to school in the year of 'bubbles' and Christmas lockdown. The head informed the governors that 10 out of the 16 pupils are expected to achieve the required standards before moving up to Year 3 in September. It was agreed that it would be helpful for the governors to be regularly updated on the reading progress of the current Year 2 pupils. Pupils are also being targeted for achieving the required attainment for maths. It is expected that with the emphasis on improving reading attainment, writing will also improve. Head listed all the interventions currently in place to support these pupils. The head was questioned about expected levels of pupils in reading at the end of year 6. He expects that 12 out of 17 will be at the expected level. He was also asked if any of the pupils would achieve greater depth at the end of year 2. He confirmed that possibly 2-3 pupils may achieve greater depth. The head was challenged about whether the ECT teacher was receiving the necessary support to provide quality first teaching. The head reassured governors that he is receiving above and beyond the statutory requirements. The head was challenged about whether pupils have a sense of which times tables they know. He will look into finding a 'heat map' for them.</p> <p>(c) <u>Behaviour and Safeguarding</u>: The head was asked about the length and reasoning behind the recent suspension. The head explained the lead up to and restorative actions after this suspension.</p> <p>(d) <u>Risk Register</u>: This is a spreadsheets of current risks should head be absent from school for considerable/permanent length of time. The head would also add 'ICT infrastructure' following a comprehensive audit by the Trust. He talked through the details of this audit with the governors and the cost involved. He also informed the governors that the CEO had requested a list of priority maintenance/building jobs around the school. He shared the document he had sent her with the governors.</p> <p>Action: Governors to be regularly updated on the reading progress of the current Year 2 class regarding reading</p>
6.	<p>School Development Plan:</p> <p>(a) The head informed the governors that the staff have developed a really efficient way to assess where they are with the curriculum with good feedback from curriculum leads at inset days. They will continue to use this model going forward.</p> <p>(b) It was agreed that J Smith would do a Quality of Education visit focussed on geography.</p> <p>(c) A new attendance policy following DFE guidelines has been written.</p> <p>(d) The head informed governors that occupational therapists are wanting to upskill staff to provide whole school or class sensory circuit provision. There will hopefully be some training for staff in the future.</p> <p>(e) The head informed governors that he is encouraging visitors linked to careers as they motivate the pupils and give them aspirations for the future. There is a key message from the visitors about the importance of reading, writing etc to achieve their goals. He informed governors that the DFE will be looking to include careers in the primary curriculum.</p> <p>(f) It was agreed that a Trust visit focussing on phonics would be helpful next term.</p> <p>Actions: Quality of education visit summer term – focus: Geography Trust visit summer term – focus: Phonics</p>
7.	<p>Policies for Consideration and Approval:</p> <p>(a) <u>Attendance</u>: A copy of the policy had been circulated to governors. The policy was approved but the head will check the attendance codes are correct.</p> <p>(b) <u>Supporting Pupils with Medical Needs</u>: A copy of the policy had been circulated to governors. This policy was approved with the amendments discussed.</p>
8.	<p>Governor Training:</p> <p>(a) It was agreed that governors would provide a summary of any training completed for SBM to include on the school's training grid.</p>
9.	<p>Any Other Business:</p> <p>(a) The head informed governors that 13/20 pupils in Reception class will achieve good level of development.</p> <p>(b) Progress across the whole school is looking good.</p> <p>(c) The governing body passed on their thanks to the staff for their commitment and work.</p>
10.	<p>Summary of agreed actions and next steps:</p> <p>(a) TJ responsible for Pupil Premium with a watching brief on SEND</p> <p>(b) Governors to be regularly updated on the reading progress of the current Year 2 class regarding reading.</p> <p>(c) Quality of education visit summer term – focus: Geography</p>

	(d) Report for next meeting regarding attainment and progress of all classes in reading, writing and mathematics including pupil premium. (e) Governors to let the school office know regarding any training attended re: maintaining a comprehensive record.
111.	Date of Next Meeting: 12 th July 2023 at 9.30 am