



LOCAL GOVERNING BODY MEETING

WEDNESDAY 16 NOVEMBER 2022

MINUTES

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

Apologies: Victoria Mudge

| Item No. | |
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| 1. | <p>Welcome J Parke opened the meeting by welcoming the governors.</p> |
| 2. | <p>Approval of Minutes of Previous Meeting – 13.07.22 The minutes of the meeting held on 13 July 2022 had been read and approved as a true record. All agreed.</p> |
| 3. | <p>Matters Arising (not addressed elsewhere in the agenda):</p> <ul style="list-style-type: none"> (a) <u>Anonymised ADPR</u> – The Headteacher explained about the process of <i>Assess Plan Do Review</i> (ADPR) and how these were used by staff regarding children's learning and supported an individualised approach. (b) <u>Analyse EYFS outcomes further including Personal, Social and Emotional Development</u>: The Headteacher explained the additional provision that is in place to bring about positive outcomes for all pupils. (c) <u>Attendance Policy</u>: The Head is currently reviewing the policy alongside the new government document 'Working with Attendance'. <p>Action: Head to review Attendance Policy for next LGB meeting.</p> |
| 4. | <p>Governors' Reports:</p> <ul style="list-style-type: none"> (a) <u>Quality of Education</u>: A copy of the report had been circulated to all governors. J Smith had had a tour of the school and had been very impressed with the learning environment and what had been put in place since Ofsted. J Smith will focus on the impact of the curriculum for her next visit. Two class teacher reports on reading and curriculum had been circulated to the governors. The head was asked why the Book Club, which is an excellent asset to the school, had not been mentioned in the report. He thought this was because it had not started at the time the report was written, but confirmed it is a real bonus for the children. The head was asked if he had recruited a temporary teacher to cover the maternity leave. He confirmed that the school is still looking. The advert has been extended and agencies have been consulted. The head is focussed on recruiting a good quality teacher. (b) <u>Pupil Premium</u>: A copy of the report had been circulated to all governors. The Pupil Premium Strategy will be published on the website. J Parke will carry out a pupil premium review next term and report back to governors. (c) <u>SEND</u>: A copy of the report had been circulated to all governors. The head reported to the governors that currently 35 pupils attend the before and after-school clubs. The head was asked if Breakfast Club is viable. He confirmed it is with a typical attendance of 11 pupils. J Parke will look at data further re: before school and after school activities and different groups' engagement. (d) <u>Safeguarding and Attendance</u>: A copy of the report had been circulated to all governors. B Wilderspin thanked the head and staff for allowing her to join the safeguarding training and for the other visits to school. She had been particularly impressed with the librarians and the 'new look' library. Head reported current attendance rates: National is 94.9%, Cambridge is 95.1% and school is 96%. B Wilderspin informed governors that the Trust is reviewing the use of MyConcern to ensure consistency of use. There will also be a report to governors. B Wilderspin recommended the National College Safeguarding training for governors. B Wilderspin had observed lunchtime and was very impressed with the level of supervision and provision outside. |

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| | <p>(e) <u>Single Central Record</u>: A copy of the report had been circulated to all governors. T Jones reported that the new SCR Tracker system is up-to-date and viewed as a positive development in terms of efficiencies including ensuring its accuracy.</p> <p>Action: J Smith to focus on the impact of the curriculum for her next visit, e.g. science lesson visits, book look and pupil conversations.</p> <p>Action: J Parke to focus on Pupil Premium case studies.</p> <p>Action: J Parke will look at data further re: before school and after school activities re: different groups' engagement.</p> <p>Action: Pupil Premium Strategy to be published on school website.</p> |
| 5. | <p>Headteacher's Report and School Development Plan:</p> <p>Head's Report</p> <p>(a) <u>SEND Update</u>: There are fewer SEND pupils than last year. This has meant staff have been retained and redeployed appropriately. The Headteacher provided an update on applications for EHCPs.</p> <p>(b) <u>Child on Child Abuse</u>: The governors questioned the head about the 17 reported incidents and if they involved the same pupils. The head explained how KCSIE defines this and to raise awareness with the governors. He informed governors that there had been no cases of bullying in school in the last four years.</p> <p>(c) <u>Educational visits</u>: The governors commented on how good it was that the children are now going out on educational visits again. The head confirmed that FOES had given the school £970 - £10 per pupil - towards the cost of the trips and that the school had subsidised Dahlia's class trip further to make it more equitable with the other trips. All pupils went on the trips.</p> <p>(d) <u>Visitors to the School</u>: The head talked about the variety of visitors there have been to the school. He will write a report in the newsletter to highlight these visits and their impact.</p> <p>(e) <u>Governor for ECT</u>: The governors agreed that J Parke would take on this role.</p> <p>(f) <u>Pupils on roll</u>: The head informed governors that there are currently 97 pupils on roll. The head will include class numbers and year group numbers in his Head Teacher's report.</p> <p>SDP</p> <p>(g) <u>Five R's</u>: The governors asked the head if he is happy that the impact of the 5 R's is still as strong with the extra curriculum awards. He confirmed that school is still giving out the same amount of 5 R's awards.</p> <p>(h) <u>Tracking Data</u>: There will be some tracking data available for the next meeting. Little Wandle is being used in school to support phonics and staff are receiving training. 'Keep up – catch up' to support pupils so they do not fall behind. There is also a phonics information evening for parents led by Mrs Nicholls and Mr Newman to explain how phonics is taught in school, the use of Little Wandle, how the sounds are correctly used, the phonics screening check and reading widely for pleasure. The head was asked if Mr Newman receives additional time outside of teaching to support his first year. The head confirmed that he has nine days in total which are covered by himself and supply. There will be a bit of funding to cover this time.</p> <p>(i) <u>Oracy</u>: This is not a strategic priority but the head confirmed that is happening in school.</p> <p>(j) <u>EYFS</u>: Tapestry is no longer used as Google Classroom has replaced it. It is a free resource. Parents in Reception have had a tour of the school and have had their first parents evening with Mrs Nicholls.</p> <p>Action: Head to include class numbers and within this year group numbers in his report to governors.</p> <p>Action: Head to have pupil tracking data for next meeting including progress towards statutory outcomes.</p> |
| 6. | <p>Governor Training Update:</p> <p>Governors are to complete the safeguarding training on the National College website if they have not already done so.</p> |
| 7. | <p>Policies for Consideration and Approval:</p> <p>(a) Anti-Bullying</p> <p>(b) Behaviour – J Parke will check about the wording saying 'the legal responsibility of the discipline of the school lies with the governors' as it should be the Trustees under governors' role.</p> <p>(c) ECT ALT – Needs clarity on the part-time hours, start date for the induction and missing text. Does not say who the appropriate body is. Head confirmed it is the Local Authority. J Parke will get this made clearer</p> <p>(d) E-Safety</p> <p>(e) Fire Safety</p> <p>(f) Health and Safety</p> <p>(g) PSHCE</p> <p>(h) Relationships Education</p> <p>(i) Safeguarding and Child Protection</p> <p>(j) Staff Expenses</p> <p>(k) Supporting Pupils with Medical Needs</p> |

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| | <p>(l) All policies were approved with the exception of ECT and Behaviour</p> <p>(m) The amendments to the Behaviour and ECT policy had been confirmed by J Parke and all governors approved these policies by email.</p> <p>Action: J Parke to confirm details with the Trust in Behaviour Policy</p> <p>Action: J Parke to confirm details with the Trust in ECT Policy</p> |
| 8. | <p>Any Other Business:</p> <p>B Wilderspin had put together a document from the governors about their role. It was agreed this would go in the newsletter.</p> |
| 9. | <p>Summary of agreed actions and next steps:</p> <p>(a) Head to review Attendance Policy for next LGB meeting.</p> <p>(b) J Smith to focus on the impact of the curriculum for her next visit, e.g. science lesson visits, book look and pupil conversations.</p> <p>(c) J Parke to focus on Pupil Premium case studies.</p> <p>(d) J Parke will look at data further re: before school and after school activities re: different groups's engagement.</p> <p>(e) Head to include class numbers and within this year group numbers in his report to governors.</p> <p>(f) Pupil Premium Strategy to be published on school website.</p> <p>(g) Head to have pupil tracking data for next meeting including progress towards statutory outcomes.</p> <p>(h) J Parke to confirm details with the Trust in Behaviour Policy.</p> <p>(i) J Parke to confirm details with the Trust in ECT Policy</p> |
| 10. | <p>Date of next Governing Body Meeting: Wednesday 15 March 2023 at 9.30 am</p> |