

ANSON CE PRIMARY SCHOOL

Minutes of the Local Governing Board meeting Wednesday 8th February 2023 at 17:00.

Clerk – Mrs Julie Fenton (JF)

1. Welcome and Introduction

The Chair welcomed those present and invited everyone to introduce themselves to new Governors and visitors.

2. Prayer

The prayer was led by Chair of Governors AF.

3. Attendance

Mrs C Gethin (CEO), Mrs A Burns (Director), Miss N Jarrett (NJ),

Mrs A Freeman (AF), Mr A Broome (AB), Mrs B Brookes (BB), Mrs E Faragher (EF)

There is currently one Foundation Governor Vacancy.

4. Apologies

Apologies were received and accepted from Ms L Kinvig (LK) and Mrs E Harris (EH).

5. Membership

A formal welcome was offered to the two new governors who had joined the committee.

The Terms of Reference for Local Governing Committees was discussed at length. The structure in the new Terms of Reference differs to that previously agreed, in particular the number of foundation Governors preferred for a Church of England school. It was agreed that CG will clarify with Directors that the new structure is compliant with SIAM's.

Action 1

It was agreed that CG will clarify with Directors that the new structure is compliant with SIAM'

Action 2

JF to contact Reverend Simon Davis to confirm AB represents Church in incumbent absence.

Key areas of Responsibility were discussed and agreed as detailed below –

Anna Freeman (Chair)	RE	English
Anna Freeman (Chair) plus 2 governors	Headteacher appraisal	
Andy Broome	Health and Safety & Premises	Maths
Laura Kinvig	Finance	Pupil Premium
Bev Brookes	Safeguarding and Moral Welfare	
Emily Harris	Early Years	
Emily Faragher	Curriculum	SEND

6. Confidentiality

All governors were reminded that the items discussed in the meeting remain confidential until the minutes are formally agreed and available to be published.

7. Minutes of the Local Governor Committee Meeting held on Wednesday 5th October 2022.

Governors had received the minutes prior to this meeting and unanimously agreed that they were accepted as a true and accurate record.

8. Matters Arising from the Minutes of the Local Governor Committee Meeting held on Wednesday 5th October 2022.

Action: JF to contact roofing companies for quotes.

Action to contact roofing companies had been put on hold until confirmation had been received regarding the success of the CIF Bid.

Action: JF to liaise with S Cole to arrange a meeting with LK to review finances.

Due to extensive work loads, it had not been possible for Finance Officer to meet with LK as yet. This will be arranged at the earliest opportunity.

9. Declaration of Pecuniary Interest

None declared.

10. Declaration of Pecuniary Interest including relating party transactions.

None declared.

12. Strong Governance Review

Discussion took place regarding the renewal of all governor skills and knowledge and how best to identify strengths and weaknesses in all areas of governance. This would enable training needs to be identified and best deployment of expertise.

It was agreed that all governors would complete the new TSSMAT Governor Skills Google Form to ensure consistent analysis across the Trust.

Action 3

JF to request Governor Skills audit from JB and send to governors.

13 Reports

13a Chairs Power to Act.

There had been no Chair Power to Act actions taken since the last meeting.

13b Link Governor Reports

AB Maths Link Governor Report 11.07.22

AB reported that he had met with NJ (Maths Champion) who had provided him with a greater understanding of how maths was taught in school in the initial visit. He appreciated the opportunity to read through both work books and WRM books to understand what KS1 and KS2 pupils are producing during their maths lessons

AF English Link Governor Report

AF said that she now had a clear view of how spelling, writing, phonics and reading are being taught per year group.

Spelling – KS1 using Monster Phonics books. These focus on different groups of sounds. KS2 Spelling Shed. This gives the children the opportunity to use the words in sentences, look at the etymology of words and alternatives.

- **Writing** – KS1 key focus is planning and editing. The importance of planning what you are going to write, thinking about it first before putting pen to paper. The importance of reading through work and editing to use more descriptive words, swapping repeated words and adding any punctuation that may have been missed.
KS2 – Modelling and supporting practice. Teachers will live write with their own handwriting, rather than typing, speaking aloud the thought process so children get used to doing this themselves when writing. KS2 will also be focusing on purpose and audience. Thinking about whom they are writing for and what the audience will want to know. The example given was a presidential speech, thinking about the voting audience and what they would want to know.
- **Reading** – Different methods of reading were explained from 1:1, small peer groups, carousel and whole class reading. Various methods of comprehension are then used to focus on vocabulary. These change and progress throughout the year groups.
- **Phonics** – Monster phonics are used in reception and years 1 & 2. Whilst relatively new to the school they are well-liked by teachers and pupils.
- Teacher assessments were explained in terms of 'evidence me' evaluations. Children are reviewed regularly, and targeted support is given when needed.

The Link Governor review for RE was deferred until the new syllabus had been agreed – Understanding Christianity.

13c CEO Report

Governors had received all reports prior to the meeting, CG asked if there were any questions in regards to the CEO report.

AF thanked CG for a comprehensive report and said that the format was extremely useful.

AF asked for an update in regards to the MEES Foundation schools joining TSSMAT. CG said that progress was good, both schools were of similar size to those within the MAT and shared the same visions and values. There would be more clarification at the end of term.

13d Headteacher Report.

NJ asked governors if there were any questions relating to the report.

EF said that there was a lot to digest from the report being new to governance. NJ explained that the format of the report followed the crucial areas required by Ofsted. Data drops, attainment levels, pupil progress was debated.

The summary of the ASP (Analysis School Performance) was discussed, governors wished their thanks be minuted to Miss Spennewyn, Mrs Jarrett and all the staff for their work in supporting children to achieve outstanding results in KS2 tests in 2022. Anson was in the top 10% of the National results data. There had been no allowance for covid and tests were the same as previous years.

Progress for KS1 and KS2 in English is good with Reading, Writing and Maths higher than the National comparisons.

The school was now digging deeper, Ofsted will look at Y2 and Y6 results but the school will scrutinise Y3 and Y5 internally. Data in September will be updated in November.

The data for EHC pupils, PP pupils and FSM pupils was explained by NJ, AB asked if the level of staff trained in positive handling remained adequate now a member of staff had left. NJ confirmed that there was currently still 3 staff trained and this meant the school was compliant.

15. Safeguarding

This agenda item is to be reported separately within confidential minutes.

16. Curriculum and Standards and Attendance

- a. NFER Assessment outcomes: - Refer Headteacher Report
- b. ASP update - Refer Headteacher Report
- c. Any changes / progress towards targets setting shared - Refer Headteacher Report
- d. School Development Plan – Refer Head Teacher Report
- e. SEF review – Refer Headteacher Report
- f. Curriculum updates to include Monitoring and evaluation review – Refer Headteacher Report
- g. Any Survey results – headlines / exceptions – Refer Headteacher Report
- h. Attendance data and analysis

AB asked about punctuality of a specific child and how this was managed. NJ said that referrals for support had been made and the situation was being closely monitored. He asked for the time the school start and NJ confirmed that children began their learning at 8.30 a.m. and the morning register closed at 9.00 a.m.

17. Admissions and Pupil Overview

The Chair asked about any additional preparation needed for the admission to Reception in September 23 given the challenges faced in 2022. NJ said that the admissions would be confirmed in February. Specific needs would be considered with a potential delayed start date if appropriate. A lot more transition may be needed as it is expected that 20% of pupils have applied who have EHC in place .

Discussion took place surrounding the lack of SEN provision in the area and the potential for Anson to explore creating an appropriate SEND facility in the future.

AB asked about the 'Good to be Green' behaviour scheme for Classes 1 and 2. NJ confirmed that the scheme was age appropriate, behaviour logs were kept with a 'clean slate' approach taken to start a fresh either after lunch or the next day.

AB said he was concerned about the number of staff who had completed the termly 'Pulse Survey', with only 9 out of 20 staff completing it. He asked if staff were worried about completing it. JF said that the time window for the opportunity to complete the survey was often quite short and some staff may not have had time to complete it.

CG said that this could be sent earlier to offer a greater opportunity for completion.

Bullying was discussed and NJ confirmed that there had been no incidents of bullying to report however, some children were not treated as nicely as other and this was monitored and supported continuously.

18. Finance

Governors had considered the P3 and Extract SC along with the Pupil Premium and Sports Premium Reports prior to the meeting and raised no questions at this meeting.

19. HR and Recruitment – Refer to Headteacher Report

20. Estates and Health and Safety

Governors had received a report from Elite and an Accident Analysis, there were no concerns raised at this meeting.

JF confirmed that the trees remained a priority, quotations were being obtained and discussion took place regarding the decreasing integrity of the trees and cost of maintenance long term. It was agreed that an application be made to the council to remove all four trees and plant new trees to preserve and enhance conservation.

The roof repairs needed will be completed subject to the result of the CIF Bid.

21. Risk Register

The vulnerability of staff due to supporting greater numbers of pupils with profound needs was discussed and it was agreed to request directors to place this on the Risk Register.

22. GDPR – Refer Headteacher Report

23. Policies

Governors had considered the Data Protection, Health and Safety and Safeguarding Policies prior to the meeting, no comments were received to pass to the Board of Directors.

24. Governor Training Needs

Training for new governors is in progress. Specific needs will be considered following the completion of the Governor Skills Audit.

25. Christian Distinctiveness

Collective worship / RE / SIAMS review - Refer Headteacher Report

26. School Items

There were no School Items discussed at this meeting.

27. Reflection - What have we achieved in this meeting that will improve outcomes for the learners in this school?

Impact of punctuality was understood.
SEN – Greater understanding of impact on other children.
Health and Wellbeing of staff discussed at length.
Greater appreciation of Data in terms of Vulnerable Children.
Induction and Welcome of two new Parent Governors.

28. Information / Questions to Board of Directors

The vulnerability of staff due to supporting greater numbers of pupils with profound needs.

29. Confidentiality (Part 2 of minutes)

There will be 2 items from Agenda Item 15 recorded as confidential.

No further items were discussed at this meeting. The meeting closed at 19.25 p.m.

Signed



Date

10.05.2023