



Local Governing Board to The Learning Alliance

**EGERTON PRIMARY SCHOOL LGB
MINUTES – Part I**



Date: Wednesday 11th October 2023 at 5:30pm

Present:

- Mr. N McKinlay (Chair) (NM)
- Mr George Hughes (GH)
- Mrs K. Benson (KB)
- Mrs S. McGuire (SM)
- Mr A. Martin (AM)
- Mr T. Hollingsbee (TH)
- Mrs R. Horsley – (RH)
- Mrs J. Chadwick – (JC)
- Absent:** Mr R. Maxwell (RM)
- Apologies:** Mrs S. McGuire (SM)

In attendance:

- Mrs C. Lowe , Headteacher (the HT)
- Dr A. Howells, TLA Director of Quality (AH)
- Clerk:** Mrs C. Gritton

Administration

1. Welcome, Apologies and Confirmation of Quoracy - The Chair welcomed everybody to the meeting. Apologies were received from SM and the meeting was quorate. Unless otherwise stated, all papers referred to had been uploaded to Governor Hub (GH) prior to the meeting.. There were no Declarations of prejudicial or personal interest.
2. Minutes of the previous meeting -the **Minutes** of the Egerton LGB meeting held on 28th June 2023 were **approved** and will be electronically signed on GH by the Clerk, on behalf of the Chair. Matters Arising The matters arising identified in **Paper EPS Matters Arising Report** and **EPS LGB for October 2023 Meeting** were **received** and **noted** and the log will be updated as referred to herein.
3. Membership and Effectiveness Update **It was reported that** the LGB has a full constitution. SM will take on the Special Educational Needs and Disability (SEND) Link Governor role.
4. Annual Tasks
 - NM was nominated as Chair for the EPS LGB for the academic year 2023/2024 and the vote to support that nomination was unanimous.
 - **In response to Governor challenge, The Clerk confirmed that** Governor training is of great importance to the Trust and the Clerk will be in touch with Governors shortly to recommend online NGA training modules, specific to the needs of the LGB. The LGB expressed an interest in SEND and safeguarding training.
 - Governors were reminded to do their Declarations and Confirmations on GH, by the end of the week.

Strategic Direction and Progress against Priorities

- Papers Egerton position statement – July 2023 (1)** and **HT Autumn report 2023** were **received**.
5. Self-Evaluation (SEF) Paper School Evaluation Form 2023 NEW was **received**. **It was reported that** the Ofsted areas for development are listed. **Governors noted that** the school had achieved its 5th International Schools’ Award and the HT said the achievement was that of Mrs Hooper and staff. The school is at least Good in all areas. Some areas are Outstanding, for example Behaviour, but consistency in behaviour systems is being addressed.
 6. School Improvement Plan (SIP) Paper School Improvement Plan 2023 was **received**. **It was reported that** the SIP has 3 priorities: 1. Continue to embed Quality First teaching to reduce gaps, in particular for pupils with SEND and for boys. 2. Ensure excellence in all Years Foundation Stage (EYFS) provisions. 3. Ensure all leaders understand their roles and responsibilities.
- Challenge: Governors asked how the school intends to tackle end-point assessments across all areas. It was reported that** pupils will be quizzed and re-quizzed throughout the year, utilising those same questions, to ensure knowledge retention. This constant, consistent assessment will run alongside pupil progress meetings

to analyse outcomes. Interventions will be initiated quickly; the same/next day following quizzes and English and Maths teaching will also feed into gaps. Staff skills will become stronger as the process becomes embedded and the SIP will be updated constantly to adapt to changes in the curriculum, teaching styles and how pupils are coping and progressing. **It was agreed that** Governor visits will be aligned to the SIP.

Challenge: Governors asked how staff have responded to the process. It was reported that staff are aware knowledge retention is an Ofsted area for development and were therefore already looking at how to address the issue and are supportive of the process.

It was reported that the HT wants the school Vision and Ethos to be more succinct and meaningful, and take account of parent/carer, Governor and pupil input, so everyone is aware of them and how they can be threaded through the curriculum.

It was reported that the Trust has advised all Trust Headteachers that there will be more consistency across the Trust schools, regarding the format of the SEF and the SIP, to make them more succinct and the Trust is supporting schools in doing that. **AH assured Governors that** whilst the Trust is looking to achieve commonality across its schools, it is aware that each of those schools is different and does not want to lose that individuality. **[ACTION: The HT will bring the updated SEF to the Dec. LGB meeting].**

Education

Items covered in the HT report 2023.

7. Admissions and Pupil Numbers **As confirmed in the HT Report** the school has 204 pupils with a capacity of 210.

8. Attendance **It was reported that** current attendance is 97.31% with a target of 95%. The weakest figures are seen in Yrs1 and 2, but those are still above target and national figures.

Challenge; Governors noted that persistent absence is at 10% and asked what is being done to address this.

It was reported that staff check for absence patterns and discuss with parents/carers how the school can support their families.

9. Behaviour **It was reported that** there have been no suspensions nor permanent exclusions and incidents are carefully analysed to ensure they are correctly recorded and addressed.

10. Curriculum – Progress **It was reported that** the school has aspirational targets, mindful of pupils' abilities. Summer assessments in Maths, Reading and Writing have been used to help set targets.

11. Curriculum – Attainment

Challenge: Governors noted that a local primary school, with similar demographics to EPS, had done better than EPS in the summer 2023 SATS and asked where are EPS' gaps. It was reported that EPS results were good, but not as good as that primary to which the Governor referred. **The HT reported that** EPS needs to be faster with the pace in which it teaches and develops skills and faster at identifying the need for and initiating interventions. Ofsted had also noted knowledge retention as area for development and intervention plans have already been put in place to address that.

It is believed that if teaching is right across the school, especially in the early years, by Yr6, the consolidation of the learning and skills' development will result in even greater attainment.

It was reported that girls out performed boys in all areas except Maths and the school has initiatives to address that.

Challenge: Governors asked if this was a reflection of results nationwide. It was reported that nationally, girls do tend to outperform boys in Writing and Reading, but not in Maths. EPS has great initiatives for reading to generate different types of language for understanding.

[ACTION: Governors requested that last year's attainment be listed next to this year's for ease of comparison and the HT will consider how to present that information].

Welfare

12. Safeguarding The HT provided Governors with a hard copy breakdown of September 2023 Keeping Children Safe in Education (KCSiE) changes, for which Governors expressed their thanks. **[ACTION: The school Special Educational Needs and Disability Co-Ordinator (SENCo) will attend the 6th December 2023 LGB meeting (Dec. LGB meeting) to provide a further safeguarding update and the Clerk will advise Governors about the NGA online Safeguarding training module].** Safeguarding Governor, KB confirmed that the Trust had recently provided Safeguarding Link Governor training, which had been very good.

13. Welfare and Wellbeing – Students **It was reported that** the school is supporting challenging pupils well and is working to obtain SEND funding for pupils to further support those in need.
14. Welfare and Wellbeing – Staff As discussed within previous items. **It was reported that** first aid training is being offered to additional staff.

Local Matters and Stakeholder Engagement

15. Local Policy Approval
- 15a. Admissions’ Policy
 - 15b. Children with Health Needs Who Cannot Attend School Policy
 - 15c. Early Careers Teachers (ECT) Policy
 - 15d. Child Protection and Safeguarding Policy **Approved**
 - 15e. Special Educational Needs and Disability (SEND) Policy **Approved**
 - 15f. Supporting Children with Medical Needs Policy
- [ACTION: With the exception of those Approved, the Policies listed above will be considered on GH and brought to the Dec. LGB meeting for confirmation of Approval].**
16. Stakeholder Engagement – Parents/Carers **It was reported that** Macmillan Coffee Mornings had been well-attended and the HT and Governors were grateful for the provision of the welcome meeting for the new HT.
17. Stakeholder Engagement – Wider Community **It was reported that** plans are in development.
18. Communication – To Trust Executive, Trust Board, Education, Standards and Performance (ESP) Committee Nothing to report.
19. Communication – From Trust Executive, Trust Board, Education, Standards and Performance (ESP) Committee **It was reported that** the merger with The learning for Life Partnership Trust had completed on 1st September 2023, as planned and cross-schools collaborations and support is already underway.
20. AOB **It was reported that:**
- the school is advertising for a new Business Manager and the Trust is supporting EPS in the recruitment process.
 - Parent consultation is taking place regarding the timing of the school day, in accordance with DfE requirements for 32.5 hours’ teaching time a week. The HT and staff recommendation is to align Yrs 1 and 2 to the 8:45am school day start to the rest of the school.
 - **[ACTION: Governors will discuss the LGB meeting start times with a view to changing to 4pm or 4:30pm, mindful of the Trust’s wish to look after the welfare of its staff with regard to long working days].**
 - There is a great team effort to help look after the Kenyan visitors due at the school 5th November. Governors offered their support in looking after the visitors.
 - Governors thanked AH for the helpful Governor training session held prior to the LGB meeting.
 - Governors agreed the following Link Governor roles:
 - Safeguarding KB/NMcK
 - SEND SMcG/AM
 - Quality First. GH/RH
 - EYFS NMCK/TH
 - Retention of knowledge in non-core subjects RM/JC

The meeting closed at 7:00pm
Next Meeting: Wednesday 6th December 2023 at Time to be confirmed, at Egerton Primary School

Minutes approved: Date:.....