

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 8 DECEMBER 2016 AT 7.00PM AT THE SCHOOL**

PRESENT/APOLOGIES

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Mr B Hansford (BH)	✓		Rev J Westwood (JW)	✓	
Mrs E Laughton (EL)	✓				
Mr M Thornton (MT)	✓		In Attendance		
Mrs J Nicol (JN)		✓	Ms C Davies (CD) PDET		✓
Mr N Smith (NS)		✓	Deputy CEO		
Mrs S Walters (SW) Headteacher	✓		Mrs E Redden (Clerk)	✓	

SIP

Action

82/16 PRAYERS

JW opened with a prayer.

83/16 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were received from Jo Nicol, Nick Smith and Catherine Davies PDET Deputy CEO.

84/16 DECLARATION OF INTEREST

None.

85/16 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.

None.

86/16 MINUTES OF THE MEETING HELD ON THURSDAY 29 SEPTEMBER 2016 (ENC)

65/16 Page 146. The last sentence of the second paragraph on page 146 was amended to read "Meaning that the school is on track because the scores are not below -5."

With this amendment made it was agreed that the Chair should sign the minutes as a true and accurate reflection of the meeting. Clerk to make the change and send the amended set of minutes to the Chair for him to sign and file.

**Clerk
Chair**

87/16 MATTERS ARISING AND ACTION TEMPLATE

1.1 69/16 *Some governors have been in to see their Link member of staff. The Chair is going in after Christmas. The Vice Chair still has to arrange his visit.*

72/16 *Have there been many governor visits since the last meeting? JW is in school every two weeks for assembly. NS and MT have both been in. The chair has visited on a number of occasions.*

72/16 *The Chair attended one parents' evening.*

72/16 *The new governor badges have arrived.*

73/16 *The updated SDP has been e-mailed to governors.*

74/16 *The PDET Governance Audit has been submitted to PDET.*

75/16 The Vice Chair had tried to contact Mike Cowland at PDET regarding the situation with the school's computer, but he had not had a response from him. The Chair had however spoken to him and PDET will be looking into a new computer program to replace SIMS but not for the next few years. The Headteacher stated that the school would be changing its server to address the problems that the Bursar is having.

77/16 Currently 29 children live in the school's catchment area, but this figure varies. *Is it possible for the school to extend its catchment area? It is but the school has enough children without doing that.* The Headteacher added that she had recently found out that it is possible to tell through Parent Pay whether a child has been registered to the school before but not taken up the place.

78/16 Clerk to e-mail the governor who has still not signed the Code of Conduct with a copy of the code and ask them to print a copy off, sign it and drop it in to the office.

Clerk

All other items were considered to be complete or would be discussed elsewhere on the agenda.

88/16 HEADTEACHER'S REPORT (ENC)

The report had been circulated prior to the meeting.

Absence

Is there a reason why staff absence is higher than usual? The Headteacher explained the reasons behind the absences. One member of staff had had an accident which had caused them problems with their knee. The member of staff is waiting for an operation on their knee. Support has been put in place for them.

1.4; Training

3.2 *A lot of training has taken place this term. What impact is the training having?* The SENCO training is supporting a member of staff training to become the school's qualified SENCO. The Read Write Inc training is already starting to have an impact on learning.

Missing off the list of training completed – all staff have completed Prevent and Female Genital Mutilation training.

Visits/Visitors

2.2 A governor reported that the magistrate who had been into school had been extremely impressed with the pupils' behaviour. The Growth Mindset workshop presenter had also been impressed.

Monitoring and Evaluation

Governors had already been sent the M&E timetable:

BH will contact the Science Subject Leader in the New Year to arrange to visit. He will also cover ICT in the same visit. He has already seen a Science lesson (see item 94/16).

SIP

Action

1.1

Does the governing body require a Link Governor for Art and DT? Yes. These subjects are not done on a weekly basis but tend to be done at the end of a half term so that the pupils can take their work home with them.

When is the best time to visit the school to see a Maths lesson? Maths and is usually taught in the mornings. English is taught every afternoon.

MT

The Literacy Link governor has already been into school but has not yet produced a report. He also needs to go into school again in February. Chair to chase this up.

BH

The Numeracy Governor made arrangements with the Headteacher to visit the school.

There is no Link Governor for Music. Music is taught on Mondays. The RE Link Governor will also cover Music as it is the day he is in school.

JW

Some internet safety training has been arranged for March for staff, pupils and parents. The Chair will also attend the sessions.

The Chair also informed governors of some free training provided by the Northamptonshire Safeguarding Children Board. Volunteers can undertake the training. A certificate is provided at the end of each unit completed successfully.

The Chair will remind the Early Years Governor that she needs to carry out her visit.

BH

Attendance

Whole Year 6 attendance is the lowest in the school with three pupils in particular dragging it down, as their attendance is currently around 80%. The families have all been contacted although one family was particularly difficult to contact making the child's poor attendance a potential Safeguarding issue.

Can governors do anything to support the school with this? Not really.

There has been lots of illness in school this week which will have an effect on attendance.

After School/Breakfast Club

The school was awarded funding for two children with learning difficulties to attend Breakfast Club, however the funding will stop at Christmas as it is being withdrawn. The withdrawal of funding will not prevent the children from attending Breakfast Club.

3.1 Progress and Attainment

As a result of poor attainment in Year 2, Read, Write Inc is being undertaken across the whole of KS1 and in lower KS2. The impact of this will not be seen until the end of term. The impact so far appears to be positive.

The Headteacher has applied for High Needs Funding for one child, but she thinks the application will be turned down.

2.1 Staffing

Commando Joe is having a positive impact on the children who are all keen to work with him.

1.4 Links with the Church

The Headteacher had received an e-mail from the curate (enc) who had joined the Year 5/6 children on a visit to Peterborough Cathedral. The e-mail states that the children were a “real credit to the school” and also complements them on the “depth and understanding the children have of quite difficult concepts”.

The Headteacher also complemented the cathedral staff on their knowledge and understanding of the topic the children were studying.

See also Item 92/16.

1.4 89/16 SECTION 48 REPORT (ENC)

The Chair stated that the report is really good and congratulated the staff. However if there had been evidence of governor monitoring in the LGB minutes, it is possible that the report could have been outstanding throughout.

Governors were asked to attend one collective worship session a year and report on it. This would provide the evidence required by the report.

The standing item on the agenda of “Links to the Church” to be changed to “Christian Distinctiveness” with effect from the meeting on 9 February. Clerk to ensure.

Clerk

SW said that responsibility for Collective Worship and RE should not rest with one governor but is the responsibility of all.

4 90/16 RAISE ONLINE (ENC)

Governors had been sent a copy of RAISEOnline Inspection Dashboard prior to the meeting and had been asked to submit any questions to the Headteacher in advance. The list of questions and their answers is included in the papers for this meeting (see appendix 1).

The new data dashboard is easier to interpret. The Staff Governor explained how the confidence indicators are used.

Are the low, middle and high achievers the same as the beginning, developing and secure? Yes.

The disadvantaged pupils are all achieving slightly below national but are close to being inline.

There were no high level achievers working at “Greater Depth” in writing. The papers were moderated externally, but the criteria was very strict.

The NAHT is working on “Best Fit” for this paper, but everything is still under discussion. The Headteacher thinks that the next round of SATS papers will be written in a way that is more accessible to the children. The Staff Governor explained the moderation criteria.

- 5 **Has the issue in the Year 1 classroom been addressed.** Yes it is being addressed at present. The current Year 2 class has had a lot of inward mobility which will affect its data. The school also employs a speech therapist to help children in this year group as well as throughout the school. It is hoped that by the end of Year 2 all children will have passed the phonics test.

91/16 APPOINTMENT OF SENCO

Confidential – see attached sheet.

92/16 LINKS TO THE CHURCH (STANDING ITEM)

See also Item 88/16

The RE Link Governor listed the events that have taken place this term or are due to take place:

- Mock wedding – much enjoyed
- Harvest Festival
- Holy Communion – combined with Operation Christmas Child. Over 70 boxes were sent from the school (over half the total sent from the benefice).
- Cathedral workshop
- The singing club are taking part in the local carol service.
- The Ethos Committee has met.
- Christingle Service takes place on Tuesday 20 December at 2.00pm.
- Six children are going to the Central Methodist Church in Kettering to cook Christmas dinner for the local elderly, with the singing group entertaining them.
- The RE Link Governor attended the Church School Leaders Conference.

From the next meeting onwards, this item will be known as Christian Distinctiveness. Clerk to ensure.

93/16 SCHOOL DEVELOPMENT PLAN (STANDING ITEM)

The SDP is going to be rewritten in a different format. What is in it relating to governors will need to be updated which is why the governors had been given a copy of the Diocese Training Plan for the coming year. Governors were asked to contact the Headteacher with the training they would like to attend that would benefit the school and she will arrange it with the diocese. On top of this, the governing body needs to undertake Child Protection training and the Headteacher was aware of some being arranged by Inspire. Several governors gave the Headteacher details of courses they would like to attend.

All

Governors were asked to set themselves an additional target of attending one non-mandatory training session.

The governors agreed that Governor Monitoring Visit training would be useful.

All

The Chair suggested that the governing body ought to receive two reports a year on Pupil Premium and Sports Premium funding and how the money is being spent. There is a PDET proforma that the school can use. He and the Finance Governor agreed to do the reports in January and July using the school's assessment data.

How is it possible to measure the impact of Sports Premium Funding? There is an online tool to use. The school pays to be a member of the Sports Partnership that provide specialist teaching for its pupils. The school can also attend Sports Partnership events. It is possible to show evidence of increased participation in sport. Every child is actively involved in sport and the majority have participated in an event. The school won the Sports School of the Year in October for the inclusivity they show enabling all children to participate in sport.

94/16 GOVERNOR ISSUES

Code of Conduct – Already discussed – see item 87/16.

Governor Vacancies

SGOSS are in regular contact with the Chair. The Chair has contacted two people to see whether they are still interested in becoming Foundation Governors. The vacancies are also registers at "Inspiringthefuture.com". The school will run a Parent Governor Election in January. The Headteacher is confident that the school will get a parent governor as a result of the election.

Governor Visit Reports

- The Headteacher and Numeracy Governor will liaise by e-mail over a date for the Numeracy Governor to visit the school.
- The RE and Music Governor will visit the school on 6 March to carry out his monitoring visit.
- The Chair has already arranged to visit the school on 28 March to carry out his monitoring visit for ICT and PHSE. He will also meet with the Headteacher and new SENCO.
- The Chair will contact the Link Governor for Early Years and ask her to arrange to visit the Reception/Year 1 class. This visit to be accompanied by either the Headteacher or Deputy Headteacher.

The Chair has also carried out three governor monitoring visits since the last meeting. The questions raised from his visit and the answers given are listed below:

School Lunches

1. **Does the contractor, ABM, monitor the quality of food (in effect do "head office" staff visit unannounced)?** Not sure.
2. **Has the take up of meals increased in the last 12 months?** Yes, the majority of KS1 now have them, but there has also been an increase of pupils having them in KS2.
3. **Has the action of class teachers taking the children to the hall and saying grace had an impact?** Yes. Behaviour has improved and the children settle better to eat their meal.
4. **Do the children have access to milk for drinking each day?** No. They have free access to water, but milk has to be paid for.

3.1 Read, Write, Inc

- 1. Will children in Year 2 move onto Jane Considine when they are ready? Yes.
- 2. Is there any data to show if the children are progressing and/or achieving and this is showing improvement on last year's results? Formal assessments take place next week, when the school will be able to measure the progress made.
- 3. Are parents being engaged with/encouraged to buy into the programme? Yes.

3.2/ Science

- 3 1. Science outcomes in 2015/16 were 100% achieving expected or above, compared to a national outcome of 85%. How confident is the Headteacher that the teacher assessment in school is accurate? Very, because the children complete a written assessment at the end of each unit.
- 2. Do the children write up their experiments? Yes.

95/16 ANY OTHER BUSINESS

The RE Link Governor had attended the Church School Conference and bought a book ("More Than Caring and Sharing") by one of the speakers which he recommended. Any governor wishing to borrow the book should contact him.

All

96/16 DATE OF NEXT MEETING

Finance – Thursday 9 February 2017 at 6.00pm
LGB – Thursday 9 February 2017 at 7.00pm

97/16 PERFORMANCE MANAGEMENT

Confidential – see attached sheet.

Signed..... Date.....

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 155 86/16	Clerk to amend minutes and send them to the Chair to sign and file. Complete 9/12/16.	Clerk and Chair as soon as possible.
Page 156 87/16	Clerk to e-mail JN who has not yet signed the Code of Conduct and ask her to print and sign a copy and drop it in to the office. Complete 13/12/16.	Clerk as soon as possible.
Page 157 88/16	SW and MT to liaise over a date for MT to visit the school to carry out a Numeracy monitoring visit.	Sue Walters and Martin Thornton early next term.
Page 157 88/16	JW to become Music Link Governor and monitor on the same day as he monitors RE.	John Westwood on going.
Page 157 88/16	BH to contact JN regarding her Early Years monitoring visit.	Barry Hansford as soon as possible.
Page 158 89/16	Links to Church (standing item on LGB agendas) to be changed to Christian Distinctiveness	Clerk from the next meeting
Page 159 93/16	All governors to contact the Headteacher with their training requirements.	All as soon as possible.
Page 159 93/16	Governors requested Governor Monitoring Visit training.	All as soon as possible.
Page 160 93/16	MT and BH to report to governors twice a year on Pupil Premium and Sports Premium (January and July).	Barry Hansford and Martin Thornton annually in January and July.
Page 160 95/16	Any governor wishing to borrow the book "More Than Caring and Sharing" should contact JW.	All as required.
Page 163 91/16	BH and SW to arrange SENCO GOPAT audit towards the end of the academic year.	Barry Hansford and Sue Walters towards the end of the academic year.

Minutes taken and transcribed by
Liz Redden – Independent Clerk/ISCG Accredited.