

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 9 FEBRUARY 2017 AT 7.00PM AT THE SCHOOL**

PRESENT/APOLOGIES

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Mr B Hansford (BH)	✓		Mrs S Walters (SW)	✓	
Ms L Hensher (LH)		✓	Headteacher		
Mrs E Laughton (EL)	✓		Rev J Westwood (JW)	✓	
Mrs S Lewis (SL)	✓				
Mr M Thornton (MT)	✓		In Attendance		
Mrs J Nicol (JN)	✓		Mrs E Redden (Clerk)	✓	
Mr N Smith (NS)	✓				

SIP

Action

01/17 PRAYERS

JW opened with a prayer.

02/17 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting especially Sophie Lewis – new parent governor. The Clerk had not been able to contact the other new parent governor (Lorna Hensher) who was therefore not aware of this meeting. Further effort will be made to contact her.

Clerk

The Chair offered to meet with the two new parent governors to update them with what the governing body does.

Governors were reminded of the confidentiality of meetings and that they should not discuss anything until the minutes have been approved. Individual children should never be referred to or identified at meetings.

03/17 DECLARATION OF INTEREST

None.

04/17 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.

None.

05/17 MINUTES OF THE MEETING HELD ON THURSDAY 8 DECEMBER 2016 (ENC)

It was agreed that the Chair should sign the minutes as a true and accurate reflection of the meeting. The minutes were given to the Headteacher to file.

06/17 MATTERS ARISING AND ACTION TEMPLATE

- 1.1 88/16 *The Governor Monitoring Visits for Numeracy, Music and Early Years still need to take place. All will take place after half term. JW is in school on 6 March and will monitor music whilst he is in. JN has rearranged her visit for 22 February.*
- 1.1 93/16 *The Headteacher has had some information on training which she has sent on to governors.*

SIP

Action

There is some Finance training taking place at Fairfield School in Kingsthorpe on 6 March which the Chair of Finance will attend.

The new parent governor's background is Finance and she was invited to join the Finance Committee. The Chair will e-mail her with the information about the training.

BH

1.3

All governors need to re-do their Safeguarding training. The Bursar has sourced some at Hall Meadow and the Headteacher asked that as many governors as possible attend the training. Governors need to refresh their training every two years as well as receive an annual update.

1.1

Governor Monitoring Visit training is taking place at PDET 7-9.00pm on 1 March at Bouverie Court. MT, BH and NS will be attending.

There is some Effective Governing Body training on 30 March, Pupil Premium training on 2 May and Church School Governor Roles and Responsibilities training on 14 June.

Training to become a standing item on the agenda under Governor Issues. Clerk to ensure.

Clerk

1.5

91/16 The SENCO GOPAT audit will take place towards the end of the academic year and will help ensure a smooth transfer of information from the out going SENCO to the new one.

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

1.3

07/17 SAFEGUARDING (ENC)

Governors had been sent a copy of the Annual Safeguarding Report. The Chair and Headteacher had also completed an audit.

The governing body is legally responsible to ensure that these are completed annually and approved by the governing body. Once governors have approved the report, the Chair will send it to the Northamptonshire Safeguarding Children's Board as requested. There are some gaps in the report, some of which are dates, others are more specific.

Section A

The school still needs to find a current Whistleblowing Policy and is waiting for PDET to provide one. There are several other PDET policies outstanding.

Governors were invited to attend the Internet Safety Day on 28 March. The NCC's Internet Safety Person will be in school all day giving presentations to the children. He will then provide some twilight training for the staff and a session for parents in the evening.

The Chair is currently auditing the school's Single Central Record (SCR), which will now be done half yearly. He explained what the SCR is.

Two governors need to have completed Safer Recruitment training. The Chair asked for volunteers. JW will do if he can. The Chair will contact him with some dates.

BH

Section E

The Common Assessment Framework does not exist any more. In theory there could still be children in the school with a CAF, but there are none. All children are assessed on entry to the school.

Section F

The school needs to ensure that the new Headteacher is DSL trained or ensure that another member of staff receives the training. Governors' view was that the Headteacher should also be the DSL.

Section I

The school has not been able to find the Anti-Bullying Self Assessment or Actin Plan, however an Anti-Bullying policy is in place and the school has Anti-Bullying Ambassadors. The pupils say that there is very little bullying that takes place in the school.

Does the school have anything coming up on Anti-Bullying? There is some e-Safety training planned and the school will take the Anti-Bullying Ambassadors to Anti-Bullying Ambassadors Day if it takes place later in the year. The school has also started to put E-safety snippets in the newsletter. These are also sent to parents via Twitter

Section J

Governors need to be aware of how Anti-Bullying and Safeguarding issues are addressed in school.

Governing Body Responses to the Safeguarding Annual Report

Governors Safeguarding training is due to be refreshed shortly. The Bursar has sourced some at Hall Meadow and will send governors the information.

NY

The school has an action plan of six points to address which the Chair listed:

1. Identify a further governor(s) to take Safer Recruitment training.
2. Ensure the new Headteacher is DSL trained and/or identify other staff to take the training.
3. Review the school website to ensure that it is up to date with relevant links and legislation.
4. Ensure that governors update their Safeguarding training every two years.
5. Safeguarding Governor to audit the SCR at least every six months.
6. Review policies to ensure all are updated appropriately and display the date they were approved by governors (where appropriate).

Subject to Whistleblowing and Use of ICT/Social Media polices being sourced and some dates being added, the governors approved the school's Annual Safeguarding Report.

08/17 HEADTEACHER'S REPORT (ENC)**1.1 Visits and Visitors**

Since the report, the Reptile man has been in with some reptiles and other animals.

The children have shown great awe and wonder at the 10 eggs which have now hatched into chicks. The chicks are going to their new homes tomorrow.

2.3 Behaviour/Racist Incidents

Since the report, there has been another incident which is being dealt with. The Chair has received a formal complaint from a parent. The school is following and will continue to adhere to its Complaints Procedure which the Chair explained.

Are the Behaviour and Racist incidents reported by the Headteacher the same child? The sexual assault and one of the behaviour incidents are the same child. The parents are satisfied with how the incidents have been dealt with.

5.1 Data (enc)

The Headteacher distributed some data for Years 1, 2, 3 and 4, there is still some assessment to be completed for these years, for Early Years (EYFS) and for Years 4 and 5. She explained the terms used (beginning, developing and secure) and how they are further broken down.

4.3 There had been concerns about Year 1 Maths but the Headteacher is now satisfied with the progress being made.

How do staff assess their children? The Headteacher explained how assessment is done on lesson by lesson basis (daily). The pupils are formally assessed every six weeks although Writing is assessed on a weekly basis if possible. Assessment in Reception is observation based.

There appears to be some movement backwards in Year 1 and 2 Maths. The Headteacher has some more in depth data and is not concerned. One child did not take the tests as they have been ill.

Would the data that governors have been given show progress to Ofsted? The Headteacher would show Ofsted her Stuck and Falling Behind grids which do show progress.

4.1 The Headteacher does have a few concerns about Year 6 Reading but the pupils were given a harder paper for their test than previously.**5.1** Nine of the children in EYFS will make GLD (Good Level of Development), four may not. Do the Early Years staff still focus on the seven key areas? Yes.

There are some children with speech problems in this year group which is why they will not make GLD. The Headteacher is confident that she will be able to explain this to Ofsted.

Attendance

- 2.2 Commando Joe has had a big impact on the pupils and especially their attendance, however the school will need to look carefully into whether they can afford to use him again next year. He is an excellent influence on the children and the school would like to use him again next year if it is financially possible. The parent governors stated that he has a very positive influence on all the children and hope that the school will continue to use him next year.

1.1 Links with the Church

The Chair visited the school recently and was able to monitor assembly during his visit. All governors were asked to monitor assembly if they have the opportunity to.

Governors were asked whether they had any further questions on the Headteacher's Report. None were forthcoming.

09/17 CHRISTIAN DISTINCTIVENESS (STANDING ITEM)

- 6 The Chair read out two letters that the school had received, congratulating staff and governors on their "Good" SIAMS Inspection, one from Miranda Robinson (PDET Chief Executive) and the other from Dr John Herrick (Chair of PDET's Board of Directors). The Headteacher and her staff clearly worked very hard to embed the Christian ethos.

Since the last meeting there have been two Christmas services (a Christingle Service and a Carol Service at Thorpe Malsor). The children also attended a joint Candlemas Service with Pytchley School.

A communion service will be held on Ash Wednesday and there will also be an Easter Service on the last day of term.

- 6.3 The RE Link Governor reminded the Headteacher that a meeting of the Ethos Committee needs to be arranged. One will be arranged when the weather gets warmer.

10/17 SCHOOL DEVELOPMENT PLAN (SDP) (STANDING ITEM)

The Headteacher had updated the front page of the SDP. She explained that:

- 3.1 "All teaching to be good or better in Phonics (RWInc)." is now starting to improve.
- 1.2 "Work with other schools to ensure accurate assessment in core subjects." **What did the school do to achieve this? Two moderation meetings have been held with other schools. The Deputy Headteacher is also leading some moderation in Northampton after half term.**
- 2.3 "Improve Lunchtime and Playtime Behaviour in the Dining Hall and playground." An additional lunchtime supervisor has been employed in the dining hall and the number of staff on duty in the playground has increased. Children who misbehave in the dining hall now have to eat their lunch back at school.

- 2.3** The Lunchtime Supervisors issue strikes for poor behaviour in the dining hall or playground. Pupils who receive three strikes have a letter sent home. If their behaviour does not improve the next step is a lunchtime exclusion.

Mr Umney and the Playleaders run activities at lunchtime as does one of the Lunchtime Supervisors.

- 3.3** “At least 50% of teaching to be consistently ‘outstanding’.” All teaching this term has been good with some outstanding features. Behaviour has been good in all lessons.

- 4.5** “To ensure that children can engage in conversation, to ensure accelerated progress in Speech and Language which will impact on other areas of the curriculum.” There are Speech and Language groups in place to support these children but little progress is being made at the moment. The Headteacher would like to put other children in these groups whose spoken English is poor.

- 5.1** “Children to make Good Level of Development in the EYFS.” Children who have entered the school at the “not ready for school” Ofsted criteria to have interventions which target their readiness for school. The Headteacher stated that progress is being made with this and she is confident that there will be good progress by the end of the academic year.

The Chair asked whether there were any further questions on the SDP or SEF. None were forthcoming.

1.1 11/17 PUPIL PREMIUM AND SPORTS PREMIUM REPORTS

The Chair and Vice Chair have not been able to carry out reviews of how Pupil Premium and Sports Premium are used throughout the school.

They have been assured that the funding is being spent appropriately and that progress is being made. The statutory information for both Pupil Premium and Sports Premium is on the school’s website. The Chair and Vice Chair would like to carry out a more in depth review of both areas which they will do prior to the next meeting. Clerk to ensure it is on the agenda.

Clerk

It is important to spend Pupil Premium on the whole child not just on their academic needs – the school already does this.

1.3 12/17 PREVENT ACTION PLAN

The school has a policy but it is also required to have an action plan. The Chair has carried out an audit which will feed into the action plan.

The action plan has been drafted and been discussed at a staff meeting. Once both documents are complete, they will both be e-mailed to governors.

1.3 13/17 POLICIES (ENC)

The Assessment for Learning, Behaviour and Marking policies and the Staff Handbook had already been sent to governors. All changes had been highlighted.

Are there any fundamental changes to any of the documents? No. The Staff Handbook has the most changes in it, all of which have been highlighted. Have governors not recently approved the Marking Policy? Yes, but there have been some specific changes made which again have been highlighted.

The governors discussed and agreed to ratify the policies.

14/17 GOVERNOR ISSUES

Governor Vacancies

The governing board has two vacancies for Foundation Governors, both of which are still being advertised on SGOSS.

1.1 Governor Impact

The Chair had sent governors a document with questions in it that Ofsted may ask governors. The document is lengthy but it needs to be. The Chair stated that it will be a living document for governors to use. He has also set up a file that will be able to be used in conjunction with the document. Governors did not think that the document could be shortened.

The first page of the document contains the school's data taken from the most recent Data Dashboard which will be validated shortly.

Governors were asked to go through the document and fill in what they know or mark any questions they may have. This should help them to understand the school.

Are governors questioning the Headteacher and Deputy Head more at governor meetings? Yes.

The governors discussed and agreed that they should discuss this document in more detail.

As the next LGB meeting is so close to this one, it was agreed to move it to Tuesday, 21 March, 2017, starting at 6.00pm when the Questions from Ofsted for Governors document will be discussed before starting the main meeting at 7.00pm. Clerk to contact PDET with details of the change.

Clerk

The school could be inspected by Ofsted at any point.

1.1 Governor Visit Reports

See Item 06/17 Matters Arising.

NS has completed his report for Literacy but needs to submit it to the Headteacher for checking before sending it out to governors.

NS

The Chair has also carried out a monitoring visit for PE which will also be circulated to governors once it has been checked.

15/17 ANY OTHER BUSINESS

None.

16/17 HEADTEACHER RECRUITMENT

EL left the meeting.

Confidential – see attached sheet.

DATE OF NEXT MEETING

Tuesday 21 March 2017 at 6.00pm

The Chair thanked governors for attending and closed the meeting at 9.24pm.

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 164 02/17	Clerk to try again to contact the new governor.	Clerk as soon as possible.
Page 165 06/17	Chair to e-mail SL with the details of the forthcoming Finance training.	Barry Hansford as soon as possible.
Page 165 06/17	Clerk to ensure that Training becomes a standing item under Governors Issues on every LGB agenda	Clerk from the next meeting.
Page 166 07/17	NY to e-mail governors with the information about the forthcoming Safeguarding Training.	Nicola Young as soon as possible.
Page 169 11/17	Clerk to ensure that Pupil Premium and Sports Premium Reports are on the agenda for the next meeting.	Clerk prior to the next meeting.
Page 170 14/17	Clerk to advise PDET of the change to the next LGB meeting date.	Clerk as soon as possible.
Page 170 14/17	NS to e-mail the Headteacher with his Literacy Report for her to check.	Nick Smith as soon as possible.

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