

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON TUESDAY 21 MARCH 2017 AT 6.00PM 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		
Mr N Smith (NS)		✓	Mrs E Redden (Clerk)	✓	

SIP

Action

18/17 QUESTIONS FROM OFSTED FOR GOVERNORS' DISCUSSION (ENC)

The governors met and discussed the Key Questions document circulated prior to the meeting. Any changes were noted by the Chair.

19/17 PRAYERS

JW opened the meeting with a prayer.

20/17 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting the apologies received were accepted.

21/17 DECLARATION OF INTEREST

None.

22/17 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.

None.

23/17 HEADTEACHER RECRUITMENT

The governors had interviewed for a new Headteacher, the **governors discussed and agreed to appoint the candidate approved by the interview panel and look forward to receiving his acceptance shortly.** The Diocesan Director of Education will write to the successful candidate notifying him of his appointment. The Headteacher stated that any new contract of employment will come directly from Strictly Educational. The two unsuccessful candidates need to be notified.

24/17 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.

25/17 MATTERS ARISING AND ACTION TEMPLATE

06/17 SL had attended the Finance training.

14/17 NS to e-mail the Headteacher with his Literacy Report for her to check. NS Carried forward to the next meeting.

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

26/17 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON THURSDAY 9 FEBRUARY 2017 (ENC)

- 1.1 The Headteacher reported that she had contacted the school on the Aged Debtor's Report and recovered the debt.

27/17 HEADTEACHER'S REPORT (ENC)

1.1 Monitoring and Evaluation

The governors were encouraged to visit the school as often as they could (every half term if possible) to carry out monitoring and evaluation. They also need to attend Collective Worship. SL would be attending the end of term service and would write a report for it.

The Chair will carry out a Design Technology visit and an E Safety visit shortly.

Attendance

Attendance is currently 96.8% which is above the school target and above the national average.

2.1 Behaviour/Racist Incidents

The Racist incident has been dealt with satisfactorily.

Nothing further has been heard from the parent regarding the Behaviour Incident. The school's Complaints Procedure was correctly followed. The parent has contacted the police who are obliged to keep a record of the incident but will not be taking any action.

4.1 Progress and Attainment (enc)

Year 1

The reading scheme has been changed to encourage a more in depth understanding of reading comprehension. This should increase the number of children on target to reach Age Related Expectations (ARE) for Reading.

Year 2

Of the six SEN children in this year group, three have joined the school since the start of Reception. All the SEN children are making progress but will not achieve ARE.

The Staff Governor stated that one child who did not make GLD (Good Level of Development) in Reception should make ARE by the end of KS2.

Year 3

This year group is looking good.

Is it challenging for staff to have mixed year group classes? It is hard as they have to teach to two different curricula. Staff also have to be able to differentiate. The school has purchased specific resources to teach SPAG (Spelling, Punctuation and Grammar). All year groups are taught separately for Maths and with the exception of Year 5, all are taught by qualified teachers. Smaller groups mean the children can receive closer attention.

Year 4

Nine children have joined the school since the start of Reception.

Three children will not make ARE in Reading or Writing, but three children are already above ARE in both areas.

Year 5

The majority of this year group are at or above ARE.

Year 6

Twelve children have joined the school in the past two years.

The majority of the year group are on target to achieve at or above ARE.

There are children above ARE in all year groups for Maths and from Year 2 upwards in Reading.

The governors liked the way this data had been presented to them and thanked the Headteacher. She will use the same format again.

Staffing

- 1.1 The Headteacher reminded governors that the amount of money received by the school will decrease significantly over the next two years and as such, the governing body will need to look carefully at where savings can be made. There is likely to be an increase in Sports Premium funding but there will be cuts to funding in other areas. The Headteacher was not sure what the school's numbers for Reception will be in September but they will have an impact on any funding received by the school.

1.4 Links with Church

JW added that the Ethos Committee will meet the same day as the children visit Sywell to see their spiritual garden. The previous Chair of Governors will be helping the children to design a cross for the garden, which he will be making.

The school has received a donation from a family leaving the school towards the spiritual garden.

1.4 28/17 CHRISTIAN DISTINCTIVENESS (STANDING ITEM)

The children have attended three assemblies today because of the interviews taking place in school.

All three candidates commented on the children's behaviour and two also commented on the school's ethos and Christian distinctiveness.

29/17 SCHOOL DEVELOPMENT PLAN (SDP) (STANDING ITEM)

Not discussed

30/17 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.

There are reports for both on the school's website, but the Chair would like to look into them in greater depth.

Clerk to ensure that this is on the agenda for the next meeting.

Clerk

31/17 POLICIES

The governors had been sent a copy of the PDET Whistleblowing Policy. Governors are not able to make any changes to this policy. It was agreed to accept the policy. The policy is on the school's website.

The Headteacher will e-mail governors a copy of the Prevent Policy. The Chair will put it on the school's website.

SW
BH

32/17 GOVERNOR ISSUES

Governor Vacancies

There are still some vacancies, but some vacancies have been filled and as a result the governing body has grown in size.

Governor Training

The Chair has the governing body's training record.

JW would still like to do the Safer Recruitment training but had not been able to make the dates offered so far.

SL is attending the Safeguarding training at Hall Meadow on 16 May. MT will also try to attend this training.

It was recommended that SL attends the Roles and Responsibilities of a Church School Governor on 14 June and she will contact the Bursar for her to book her on.

SL

There is Pupil Premium training taking place on 2 May which MT will be attending.

The RE Co-ordinator is going to talk to staff about the new SACRE documents and some of the school documents linked to SACRE at the training day on 18 April. JW will attend this part of the training day.

JW

Governor Visit Reports

Already covered.

33/17 ANY OTHER BUSINESS

None.

Action**34/17 DATE OF NEXT MEETING**

Wednesday 17 May 2017 Finance at 6.00pm
LGB at 7.00pm

Clerk to notify PDET and any governors not present at the meeting.

Clerk

The Chair thanked governors for attending and closed the meeting at 8.16pm.

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 170 14/17	NS to e-mail the Headteacher with his Literacy Report for her to check. Carried forward.	Nick Smith as soon as possible.
Page 177 30/17	Clerk to ensure that Pupil Premium and Sports Premium are on the agenda for the next meeting. Carried forward.	Clerk prior to the next meeting.
Page 177 31/17	SW to e-mail the Prevent Policy to all governors. Carried forward.	Sue Walters prior to the next meeting.
Page 177 31/17	BH to upload the Prevent Policy on to the school's website.	Barry Hansford as soon as possible.
Page 177 32/17	SL to contact the Bursar to book her onto the Roles and Responsibilities of a Church School Governor course on 14 June.	Sophie Lewis as soon as possible.
Page 177 32/17	JW to attend the training day to discuss SACRE documents.	John Westwood on Tuesday 18 April.
Page 177 34/17	Clerk to notify PDET, LH and NS of the date change for the next meeting. Complete 22/3/17.	Clerk as soon as possible.

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