

**LODDINGTON CEVA PRIMARY SCHOOL  
MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON WEDNESDAY 17 MAY 2017 AT 6.00PM AT THE SCHOOL**

**PRESENT/APOLOGIES**

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Mr B Hansford (BH)	✓		Rev J Westwood (JW)	✓	
Ms L Hensher (LH)	✓				
Mrs E Laughton (EL)	✓		<b>In Attendance</b>		
Mrs S Lewis (SL)	✓		Mr N Aiken (NA) Incoming Headteacher	✓	
Mr N Smith (NS)		✓			
Mrs S Walters (SW) Headteacher	✓		Mrs E Redden (Clerk)	✓	

**SIP**

**Action**

**35/17 PRAYERS**

JW opened the meeting with a prayer.

**36/17 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting especially new governor Lorna Hensher and Neil Aiken who will start as Headteacher in September.

The Chair informed the meeting that Martin Thornton has resigned as a governor due to work commitments, but hopes to return as a governor in the future.

The apologies received were accepted.

**37/17 DECLARATION OF INTEREST**

None.

**38/17 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.**

Safeguarding had been missed off the agenda and would be discussed under Any Other Business.

**39/17 MINUTES OF THE MEETING HELD ON TUESDAY 21 MARCH 2016 (ENC)**

The SIP references had been missed off the minutes. Once these had been added, it was agreed that the Chair should sign the minutes as a true and accurate reflection of the meeting. Chair to ensure that a signed set of minutes are given to the Headteacher to file.

**BH**

**BH**

**40/17 MATTERS ARISING AND ACTION TEMPLATE**

*23/17 All contracts for the appointment of the new Headteacher have been signed ready for NA to start on 1 September.*

**1.1**

*25/17 The Headteacher has still not received the Literacy Link Governors Literacy report. Another report is now due and a visit needs to be arranged.*

*30/17 The Chair will carry out a review of Pupil Premium and Sports Premium and report back to the next meeting.*

**BH**

*32/17 JW had attended the recent training day to discuss the new Understanding Christianity documents with the staff.*

**41/17 HEADTEACHER'S REPORT (ENC)****2.2 Absence**

The Headteacher is concerned about one member of staff on long term sick leave who she does not think will return to school before the end of term. She is currently covering the member of staff's class and noted that behaviour has improved.

What will happen if the member of staff is still ill in September? Their absence will need to be managed. The current Headteacher and incoming Headteacher are liaising closely on their handover including any staffing issues.

**4.3 Extra-curricular Activities**

Do many children attend Maths Club? About 12.

**1.3 Special Needs**

If the Headteacher is the school's Designated Safeguarding Lead, who will take over this role when she leaves? NA is about to train to become a DSL. The Deputy Headteacher is the Deputy DSL.

**Safeguarding**

The Chair is about to update his Safeguarding Governor training. The Headteacher and Deputy Headteacher have recently attended a Safeguarding update from the MASH team.

The Headteacher is currently managing a safeguarding issue. She is also managing an Early Help Plan.

**School Improvement Plan (enc)**

The governors questioned the Headteacher on the list of Key Areas for Improvement. Progress to all the areas had been RAG rated.

- 1.1 1.1 Why has progress towards meeting "Governors to monitor and evaluate work of school with confidence – including scrutiny of data." gone back to being amber? This is because the number of governor monitoring visits has reduced. This needs to be addressed by the governing body. The Chair will be visiting the school again shortly and JW visits on a regular basis. SL will take over as the Maths Link Governor and arrange to meet with the Maths Lead. LH has completed a learning walk. Is there a special template to complete to report on governor visits? There is and governors should have a copy but the Chair will send it out again.

BH

Governors need to be fully au fait with the school's data, Pupil Premium and SEN interventions. The Chair is meeting with the Headteacher and SENCO shortly to discuss intervention and progress of the school's SEN pupils. The school is having an SEN audit shortly.

**SIP****Action**

- 1.4 1.4 Why has progress towards “Implement Christianity Project as resources become available reverted to amber? The member of staff responsible for the area is currently on long term sick leave, so it has been harder to implement. There have been issues with accessing the website. The Deputy Headteacher is now also going to complete the training in the absence of the RE Co-ordinator..
- 3.2 3.2 Progress towards “All teaching to be good or better across all subjects” was green but has gone back to amber. Why is this? This is just a dip.
- 3.3 3.3 Why has no progress been made towards “At least 50% of all teaching to be consistently outstanding.”? This is a very hard target to achieve. Every lesson observed has outstanding elements in it.

The governors were asked whether they had any further questions. None were forthcoming.

The governors were pleased to see that there is quite a bit of green already on the SIP and thanked the Headteacher for her hard work towards implementing the plan.

Governors were reminded that the School Improvement Plan must remain confidential.

**Data (enc)**

4

Year 1

Some pupils appear to have regressed. Why is this? Some children are already secure in an area and have progressed within it, but this progress is not shown on the information given to governors. Staff have a more detailed picture of each pupil and can clearly see any progress being made.

What is being done to support the Year 1 children to ensure that they achieve their Age Related Expectations (ARE) in Reading? There is lots of intervention in place to support them.

The Headteacher will provide governors with the pupils' O Track data at the next meeting.

**SW**

4

Year 2

There are no pupils above ARE in Year 1 or Year 2. The Year 2 pupils are just doing their SATS. There has been some inward mobility into Year 2. This year's Year 2 cohort is not as strong academically as in previous years and this will be reflected in their SATS results. The Headteacher reassured governors that the pupils are making good progress. Will staff be able to demonstrate to Ofsted that these pupils are making good progress? Yes, all classes have intervention strategies in place.

4.1

The gap between the progress being made by Pupil Premium pupils and non-PP pupils is closing.

Year 4

The number of pupils at ARE is very pleasing in this year group especially as this year group has a high number of SEN pupils.

## Year 5

There is a wide range of ability in this year group but again the number of pupils at or above ARE in all areas is very good.

What can be done to encourage parental involvement in supporting their children's learning? Lots of things have been tried with limited success.

**Monitoring and Evaluation**

The Headteacher went through the recent Governor Visit Reports and listed her answers to the questions raised in them:

RE Governor's Observation of RE

- 6
- The Year 2 lesson observed was to be followed up with some writing and the RE governor requested to see some of it which will be sent to him.
  - Could the school benefit from some large artefacts such as palm leaves? Yes if some can be sourced.

## 6.1 Year 5/6

- How much of RE syllabus compares approaches from different faiths to moral questions? All major faiths are covered and the school looks at the beliefs, including moral questions. In this case the class were making comparisons between the faiths and their other units of work which do that – for instances comparing the way people of faith pray.
- How is Christian Aid week marked in the school? All the assemblies are around Christian Aid and the children have envelopes to take home for any donations.

## 6.3 Year 3/4

- Could the 10 commandments be displayed in a modern, positive manner in school? Yes – JW will provide and the school will consider having banner made for Spiritual Garden.

## Year 1

- Is a visit to a synagogue part of the programme of school visits? No, but it is something that could be organised. Jo Elijah visits the school and works with the class for ½ a day to talk about her faith and give them practical hands-on experience.
- What does the school have in the way of Judaism resources? It has plenty and these should have been on display, the ct had received much advice about the display.

RE Governor's Observation of Collective Worship

He commented that the experience was fully interactive, reference the parable of the Unforgiving Servant with the children contributing. He had no questions.

RE Governor's Observation of the RE Curriculum

The RE Governor joined staff on the recent Training Day to look at Understanding Christianity and the long term plan. He asked how will new resources be embedded in SACRE curriculum? It is difficult to answer because SACRE is being rewritten and schools are being told that

Understanding Christianity will be embedded into that – wait and see.

**Will there be a need to purchase additional resources?** Possibly, the RE Co-ordinator had been asked to produce a list of resources required but has now gone on sick leave. The Deputy Headteacher is going to undertake the training and the school will need to wait until she has done so. However, in the meantime staff are trialling parts of the curriculum and they can say if they need a particular resource.

JW enjoyed the Choral Festival he had attended with the school. BH had enjoyed Govilon. He added that the staff work very hard towards the trip which is also well managed by the staff and the activities are managed well by the Govilon staff. This year the school visited the Principality Stadium and Techniquet (a science museum). Next year the activities will be different. The centre is owned by Kettering Old Grammar School Foundation.

### **Attendance**

Whole school attendance continues to be above the national average. Attendance in all years is good with the exception of Year 6.

The governors were asked whether they had any further questions. None were forthcoming.

### **42/17 CHRISTIAN DISTINCTIVENESS (STANDING ITEM)**

All covered in the Headteacher's Report.

The children in Year 1 and Year 2 are visiting the cathedral next week.

JW and his curate will be invited into school to answer the children's questions on the Holy Trinity.

A well-attended Easter Service was held at the end of last term.

The children say grace before each meal when they stay at Govilon.

### **43/17 SCHOOL DEVELOPMENT PLAN (SDP) (STANDING ITEM)**

See item 41/17.

### **44/17 PDET NEW SCHEMES OF DELEGATION**

The Chair explained that PDET has two different schemes of delegation for its schools. Scheme A is for good and outstanding schools and Scheme B is for schools that are inadequate or require improvement. The school follows Scheme A. The changes that have been made to both schemes relate to the appointment of a headteacher and PDET can now impose the type of (substantive or executive) headteacher that they would like the school to have.

### **45/17 PUPIL PREMIUM AND SPORTS PREMIUM REPORTS**

The Chair will undertake audits of both Pupil Premium and Sports Premium prior to the next meeting and report back to governors.

**BH**

There is an action plan on the website for Pupil Premium, but the 2016-17 PP allocation still needs to be uploaded and the Chair will e-mail the Bursar for this information.

The Sports Premium action plan needs to be updated.

**Who updates the school's website?** On the whole this is done by the Chair.

A governor had recently looked at the school curriculum on the school's website and was concerned that many of the documents are dated 2015. The Headteacher explained that this is because the majority of the curriculum is only updated every two years. It was agreed that the dates should be removed as the parts of the curriculum that have been updated since 2015 do not have dates on them.

#### **46/17 RATIFICATION OF THE 2017-18 BUDGET**

The Chair gave governors who were not at the Finance meeting prior to this meeting the key points of the budget.

If the new Reception intake continues at 10 pupils a year then the school's income will decrease by £100000 and costs will increase by £30000 which is not sustainable. The school will break even for the next two years based on 10 children starting in Reception for the next two years. If the numbers do not increase in the third year, governors may need to look at the schools' staffing levels.

**Why are there only nine children starting in Reception in September?** It will increase to 10 as there is a new family moving into the village with school age children. None of the local schools are full in Reception for September so it could be a dip in the birth rate nationally. There are houses being built in the area and there are also potentially two new traveller sites being set up.

**Do governors have any further questions?** No.

The situation is changing all the time. The key area to monitor is Staffing and this will be managed very closely with careful consideration being given on whether to replace staff as they leave. All staff vacancies have to be advertised through PDET and ways of generating income need to be investigated. The school already generates income through moderation, the student teachers it has **and the wrap-around care.**

**The governors agreed to ratify the budget but recognised the financial challenges that lie ahead.**

#### **47/17 POLICIES**

##### **Asthma**

**How many asthma sufferers does the school have?** Several pupils have inhalers but not all of them have asthma. The school now has asthma kits in school and every register has a list of asthma sufferers and pupils with other medical needs in it.

Action

Does the school have a defibrillator? No, but the village could apply for a free one provided it could be housed in a safe place.

**Prevention of Radicalisation**

This is a standard policy. The Headteacher has completed the action plan as Ofsted will want to know what the school is doing to address any issues.

The governors discussed and agreed to ratify both policies.

**48/17 GOVERNOR ISSUES**

**Governor Vacancies**

The governing body has vacancies for Foundation Governors and JW has asked at church whether anyone would be interested in becoming a governors. An advertisement will be placed in the parish magazine. Clerk to ensure that JW is sent a copy of the advert used by the school recently.

Clerk

**Training**

SL has recently attended some Safeguarding training and there is more Safeguarding training coming up shortly through Maplefields which BH will e-mail to governors. JW and BH need to renew their Safeguarding training.

BH  
JW/BH

LH will contact NY about attending the Roles and Responsibilities of a Church School Governor training.

LH

When does the school's annual Safeguarding training take place? The school ensures that all staff attend Raising Awareness courses but they are also given updates by the Headteacher as they arise.

Keeping Children Safe in Education has recently been updated and all staff have signed to say that they have received and understand the updates.

BH has audited the Single Central Record and will do it again in October. BH explained what the SCR is.

**Governor Visit Reports**

See item 41/17.

**49/17 ANY OTHER BUSINESS**

As Martin Thornton has resigned, JW is the only Performance Management Governor. There needs to be at least one more and LH agreed to join JW. Governors have external support when they carry out the Headteacher's performance management. Performance Management training will be sourced for LH.

LH

**50/17 DATE OF NEXT MEETING**

Thursday 6 July 2017 Finance at 6.00pm  
LGB at 7.00pm

The Chair thanked governors for attending and closed the meeting at 9.16pm.

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

## ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 179 39/17	BH to add SIP references to the minutes before signing and giving to SW to file.	<b>Barry Hansford</b> as soon as possible.
Page 179 40/17	BH to carry out an audit of Pupil Premium and Sports Premium and report to the next meeting. <b>Carried forward.</b>	<b>Barry Hansford</b> prior to the next meeting.
Page 180 41/17	BH to e-mail the governor visits report template to all governors.	<b>Barry Hansford</b> as soon as possible.
Page 181 41/17	SW to provide governors with O Track data at the next meeting.	<b>Sue Walters</b> prior to the next meeting.
Page 183 45/17	BH to contact NY for the 2016-17 PP allocation to upload on to the school's website.	<b>Barry Hansford</b> as soon as possible.
Page 184 48/17	Clerk to ensure that JW is sent a copy of the advert for governors used recently by the school for JW to place in the parish magazine. <b>Complete 18/5/17.</b>	<b>Clerk and John Westwood</b> as soon as possible.
Page 184 48/17	Training issues: <ul style="list-style-type: none"> <li>• BH to e-mail details of Safeguarding training to all governors.</li> <li>• JW and BH to renew their Safeguarding training.</li> <li>• LH to contact NY about attending the Roles and Responsibilities of a Church School Governor training.</li> <li>• Performance Management training to be sourced for LH for her to attend as soon as possible.</li> </ul>	<b>Barry Hansford</b> as soon as possible. <b>Barry Hansford</b> and <b>John Westwood</b> as soon as possible. <b>Lorna Hensher</b> as soon as possible. <b>Clerk/Bursar/Barry Hansford</b> as soon as possible for <b>Lorna Hensher</b> to attend as soon as possible.

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