

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 28 SEPTEMBER 2017 AT 7.00PM AT THE SCHOOL**

PRESENT/APOLOGIES

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Mr N Aiken (NA) Headteacher	✓		Mrs S Lewis (SL)	✓	
			Rev J Westwood (JW)	✓	
Mr B Hansford (BH)	✓				
Ms L Hensher (LH)	✓		In Attendance		
Mrs E Laughton (EL)	✓		Mrs E Redden (Clerk)	✓	

SIP

Action

66/17 PRAYERS

JW opened the meeting with a prayer.

67/17 WELCOME AND APOLOGIES

The Clerk welcomed everyone to the meeting. There were no apologies.

68/17 DECLARATION OF INTEREST

None.

69/17 ELECTION OF CHAIR AND VICE CHAIR

The Clerk had not received any nominations for the position of Chair prior to the meeting. She asked BH whether he was happy to continue and he confirmed that he was although he asked the governors to consider succession planning as his term of office finishes in October next year.

The Clerk asked whether there was anyone else who would be interested in becoming Chair of Governors. There were no other nominations.

BH was given the opportunity to leave the meeting for governors to discuss his reappointment, but before he could do so, **he was unanimously re-elected to the post for the forthcoming academic year.**

The Clerk handed the meeting over to the Chair.

The governors went on to discuss succession planning and it was agreed that becoming Vice Chair is a good way of learning the role of Chair.

The Clerk had not received any nominations for the position of Vice Chair. The Chair asked for any volunteers. JW stated that he would be prepared to become Vice Chair but could not take it on with a view to becoming Chair as it is not good practice for the parish priest to also be the Chair of Governors. It was discussed and **unanimously agreed that JW should become the Vice Chair of Governors for the next 12 months.**

70/17 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.

Governor Skills Audit – BH

**71/17 MINUTES OF THE MEETING HELD ON TUESDAY 17 MAY 2017
(ENC)**

A section had been missed off these minutes so it had not been possible to approve them at the last meeting. The section has now been included. It was therefore agreed that the Chair should sign the minutes as a true and accurate reflection of the meeting.

**72/17 MINUTES OF THE MEETING HELD ON THURSDAY 6 JULY 2017
(ENC)**

It was agreed that the Chair should sign the minutes as a true and accurate reflection of the meeting.

73/17 MATTERS ARISING AND ACTION TEMPLATE

58/17 The confidential issue has been resolved.

63/17 The Headteacher suggested three governing bodies that governors might like to visit and would contact them to both to extend an invitation to their governors to attend a meeting at Loddington and to ask whether Loddington governors could attend one of their Full Governors meetings.

NA

74/17 HEADTEACHER'S REPORT (ENC)

The Headteacher asked for any questions.

Introduction

How are the Reception children coping with the timetable changes? They are fine, because they have not had to adapt. There was more of a staffing issue. A staff meeting was held to discuss the changes. The changes work well for the lunch staff. The school has purchased some walkie talkies to enable communication between the village hall and the school. The two hour sessions for lessons work well and the changes made have reduced the number of issues at the end of playtime.

Has the school had plenty of children volunteer for the committees? Yes, there is only one committee with two members. The children will be told shortly which committees they are on. **Did children write their own application letters?** Yes, they had the opportunity to write them either at home or at school. The class teachers discussed each of the committees with their children.

What is the reasoning behind not sending children's reports home before Parents' Evening? It is partly to encourage parents to attend Parents' Evening, but it will also enable parents to discuss the report with their child's teacher. **Are there parents who do not attend Parents' Evening?** Any parents not able to make parents' evening will be able to make an appointment for another more convenient time and any parents who require additional time to discuss their child will be given it. Parents who choose not to attend will be encouraged to speak to their child's teacher.

The Chair has tried to attend parents' evenings in the past to talk to parents. The Headteacher added that governors' presence would be appreciated at them and the governors discussed and agreed which of the forthcoming parents' evenings they could attend. However, they agreed that they should be there with a purpose. The Clerk suggested that they have a set of questions to ask parents and it was agreed that they should ask parents for their views on the new school app. The Headteacher explained about the app for the benefit of the governors who were not at the Finance meeting prior to this meeting. The Headteacher will order "Governor" badges for the governors to wear on the evening.

NA

What are the reasons for moving the school office? It is primarily for safeguarding reasons. Mr Umney will also have a desk in the office. **Will the library moving upstairs work?** Yes. The area should be big enough to seat half a class once the two rooms have been knocked into one.

The school's behaviour monitoring and tracking systems has been revised to enable staff to acknowledge good behaviour. It should also be less complex than the previous strike system. Behaviour in the classroom is very good. It is possible to put behaviour on 'O' Track. The Headteacher will chat with some children if he feels it is necessary. The new system is being trialled in KS1 and already KS2 would like something similar.

It is possible for governors to be able to access 'O' Track for them to see anonymised data. Similar access is available on Access for Governors to enable them to see the school's anonymised national data. The use of 'O' Track will help staff to see the challenge in lessons of the high and middle achievers. The stuck and behind sheets currently in use are very haphazard, 'O' Track will enable staff to track progress better.

The Headteacher also needs to clarify the school's definition of special educational needs.

Extra-Curricular Activities

Will parents have the opportunity to sign children up to any clubs? They will, but the Ofsted inspection has delayed clubs being set up for this term. The staff are currently thinking about the clubs they could offer. Most of the clubs will be free, although there may be a charge for materials.

Does the profit from After School Club and Breakfast Club take staffing costs into consideration? Yes. If the Teaching Assistants also do Breakfast Club or After School Club, they have a separate contract for them.

Attendance

Why was a child taken to a different local authority for their education? This was family circumstances and the child has now returned to the school permanently.

Behaviour/Racist Incidents

What was the reason for the exclusion, was it effective and will the Headteacher repeat the strategy again? Yes, it did work and has already been repeated with the same child. The school's Behaviour Policy is clear about the sanctions for physical aggression. The Headteacher stated that logged exclusions can be useful evidence if a child is struggling with mainstream school. Violence against staff and/or students is a safeguarding issue. The exclusion has also sent out a message about fairness. Are the parents of the child that was excluded supportive of the school? The Headteacher is working to get them on board. Is the child on a support programme? Yes, any child who is excluded would be put onto a support programme. Did the child respond by misbehaving again to test the Headteacher? After the second incident, the child's behaviour stopped immediately. Has the exclusion impacted on the other children's behaviour? The children have been reassured about their welfare in school. Does the Headteacher think that their exclusion has effected other children who misbehave in school? The two incidents were very extreme. There could have been a third, but the strategies put in place meant that the situation did not escalate. Have the children engaged with the exclusion? The children in their same year group have. There is one other child who may be at risk of exclusion but they have had a positive start to the year with their behaviour.

Monitoring and Evaluation

The Headteacher showed governors the new monitoring and evaluation calendar and explained how the school's monitoring and evaluation procedure works. He also explained what happens at Pupil Progress meetings.

The monitoring and evaluation process will start with a series of book scrutinies and will also look at handwriting standards. Lesson observations will take place in that same week and will be followed by moderation meetings although it is still to be decided how these will be run. The moderation meetings will be followed by assessment work which will trigger the process to start again with pupil progress meetings. The Headteacher would be happy for governors to sit in on the pupil progress meetings.

Is the Headteacher concerned that he will concentrate on the high achievers, leaving others behind? No. When he looked at monitoring and evaluation for Ofsted, he found that it is the middle achievers who need to be focussed on.

The Headteacher stated that the Learning Environment Walks should be very interesting and added that staff still need to settle into the new calendar.

Special Educational Needs (SEN)

The school has a high percentage of children with SEN, but it is not really looking at how these children are assessed or how to move them on. There are various reasons why children under-perform. Children with SEN have to have a barrier to their learning (eg dyslexia) and the Headteacher is going to look at all the children on the SEN list's provision maps to ensure that they have the best opportunity to progress. The interventions that work and those that do not, need to be identified and staff need to work with the SENCO to identify the next steps if none of the initial interventions put in place work.

SIP

Action

Who would normally identify a child with SEN? The class teacher. Once the need has been identified, the more serious issues are acted on. The Headteacher stressed the importance of early intervention.

The SEN Governor would like to meet with the SENCO and Headteacher and this will be arranged.

BH/NA

Progress and Attainment

The Headteacher stated that the school's data is very healthy. The school is well above expected in Writing and Maths and average in Reading, however all three have improved year on year. If the school is well above expected in Writing and Maths, why are they average in Reading? The school was moderated for its Writing. It is also unusual to have Writing better than Reading and the way reading is taught is being looked into. Could it be how the children were prepared for the tests? The data shows that it is the SEN children who did not achieve. Governors were reminded that one child equates to approximately 7%.

There were no real trends. What percentage of a year group are low achievers? This differs from year group to year group.

The governors requested that they are sent the log in details for Analyse School Performance to enable them to see the headlines and also have the ability to look at the data in greater depth if required.

NA/NY

If a class has a high percentage of SEN pupils or disruptive pupils, does it impact on the other pupils? There is a danger that the teaching could be more aimed at the lower achievers. Is this what has happened with Reading? No, the school has some good teachers who know their children well. It is tracking of the children's progress that is the issue.

Staffing

Confidential – see attached sheet.

75/17 OFSTED UPDATE

The Inspector was very thorough and very impressed with the children. She was happy with the school and very fair. The Inspector was concerned about the number of governors that the school has and whether they held the school to account. Governor meeting minutes provided evidence of governors holding the school to account but governors need to be holding the school to greater account. The Headteacher encouraged governors to question him at meetings and also to ask him to provide evidence with his answers. The Headteacher added that the staff had not seen the inspection as a negative experience.

The Headteacher has confirmed the accuracy of the report with Ofsted and it should be published shortly. Does the Headteacher have any concerns with the report? No, it is as discussed with the Inspector.

The Chair stated that the Governors' Ofsted folder needs to be kept up to date.

76/17 FINANCE MEETING UPDATE

The Finance Chair reported that the Bursar is still not able to print off the necessary reports for governors, meaning that they cannot properly see the state of the school’s finances. They also cannot review and evaluate them properly without any proper evidence. Governors expressed serious concerns that this inability to produce reports brings. Without being able to scrutinise the accounts Governors cannot effectively monitor the school finances.

The Bursar has one other concern at present with the payment of invoices to the school meals provider. She is currently discussing this with PDET.

77/17 TERMS OF REFERENCE FOR COMMITTEES (ENC)

Chair to update these and circulate to governors for their views prior to approval at the next meeting.

**BH/
Clerk**

78/17 APPOINTMENT OF NAMED GOVERNORS

- Pupil Premium and PE/Sport Premium – BH
- Safeguarding – BH
- Special Educational Needs – BH
- RE, Collective Worship and Section 48 Agenda – JW
- Literacy – LH
- Maths – SL
- Health and Safety – LH

All governors to oversee the areas of Data, Strategic Priorities in the Academy Improvement Plan and Training.

Headteacher to distribute monitoring and evaluation calendar so that governors can arrange visits appropriate to the activities taking place.

NA

PDET were going to undertake a health and safety audit of all their schools, but this has not yet taken place. The fire audit also needs to be checked.

79/17 MEMBERSHIP OF COMMITTEES

Committee	Membership	Meeting Demands
Performance (Curriculum and Data)	BH and SL	To be decided
Personnel/Staffing	BH, LH, SL and JW	One in Autumn Term then ad hoc
Finance	SH, BH, NA and EL	Termly
Headteacher’s Performance Management (HTPM)	JW and LH	Termly

BH

There has been no HTPM training recently for LH to attend, however she has read up as much as she can about it and will attend training as soon as some is available.

JW met with the previous Headteacher and the school’s School Improvement Advisor for the previous Headteacher’s final meeting.

JW and LH would like to meet with the new Headteacher to set his targets for the year and this will be done in late October/early November.

**JW/LH
/NA**

There has been no HTPM training offered by PDET or Fairfields. The Headteacher will look into the HTPM training available. The school is also signed up to the diocese's Gold Service Level Agreement which enables governors to attend any of their training for nothing. The Gold SLA also means that the governing body can have one specific training session a year under the agreement.

PDET are providing training on ASP (the replacement for RAISEOnline) on 15 November 2017 at Bouverie Court.

80/17 AGREE OBJECTIVES FOR THE GOVERNING BODY

1. Training on holding the school to account and ensuring that any new governors are given sufficient training to also be able to do this.
2. Recruit more governors. JW has one person in mind who he will approach. LH will investigate changing to a Foundation Governor from a Parent Governor to enable the school to recruit another Parent Governor.
3. Improve governors' understanding and challenge of data.
4. Commit to going into school more. **What is the best way of arranging to visit the school?** **By e-mail or at the school gate.** The Vice Chair aims to visit the school for a day each term and will liaise with the Headteacher to arrange his next visit.

**JW
LH**

**All
JW/NA**

81/17 SCHOOL DEVELOPMENT PLAN (SDP) UPDATE (STANDING ITEM)

The SDP is being re-written as a result of the Ofsted inspection. The main point of the plan will be to challenge middle achievers. It will also look at tracking and improving governors' challenge. The SDP will look at Reading and how guided reading is taught.

Read, Write Inc will stay, but the school will also look at Writing to ensure that it is in the curriculum. **What is the Jane Considine method?** **The Headteacher explained how it works but added that it needs to work with Read Write Inc.** There is currently a different system being used in Year 2 which again, the Headteacher explained.

The Maths programme is working well in the school, but children are sometimes being held back by their understanding of place value.

The SDP will also be looking at assessment and attainment

In the longer term, the Headteacher would like to investigate an international link with a school.

82/17 SAFEGUARDING

PDET had sent the school a list of things that the Headteacher is required to report to governors on. In the future they will be reported on in the Headteacher's Report.

There has been one referral, but after a brief meeting with the parent, no further action was required.

83/17 POLICIES

Admissions Criteria

No changes were made to the criteria or to the Admissions Policy.

The governors discussed the entry procedure for Under 5's. It is possible for parents to defer when their child starts but there is little to be gained from it. There is no right of appeal if the Admissions Committee does not agree to the deferred application.

Pay

Deferred until the policy is available for approval. Clerk to ensure that it is carried forward. **Clerk**

84/17 GOVERNOR ISSUES

Pecuniary Interest Letters

All governors have signed and returned their pecuniary interest letters to the Clerk.

Code of Conduct

All governors have signed to say that they have read and will adhere to the PDET Code of Conduct for School Governors.

Governor Vacancies

Already discussed see item 80/17.

Governor Visit Reports

Already discussed see item 80/17

85/17 ANY OTHER BUSINESS

Skills Audit

The Chair distributed a Skills Audit to governors and asked them to complete and return it to him as soon as possible. **All**

86/17 DATE OF NEXT MEETING

Thursday 7 December at 7.00pm

The Chair governors for attending and closed the meeting at 9.25pm.

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 200 73/17	NA to contact three local governing bodies to extend an invitation to them to visit a governing body meeting at Loddington and also to ask whether governors could attend one of their Full Governors meetings.	Neil Aiken as soon as possible.
Page 201 74/17	NA to order Governor badges for those governors who need them.	Neil Aiken as soon as possible.
Page 203 74/17	BH and NA to meet with the SENCO	Neil Aiken and Barry Hansford to liaise as soon as possible.
Page 203 74/17	NA to arrange with the Bursar for governors to be sent the log in details for Analyse School Performance.	Neil Aiken as soon as possible.
Page 204 77/17	BH to amend the committee terms of reference and circulate to governors for their views. Clerk to ensure that they are on the agenda for the next meeting.	Barry Hansford and Clerk prior to the next meeting.
Page 204 78/17	Headteacher to distribute monitoring and evaluation calendar so that governors can arrange visits appropriate to the activities taking place.	Neil Aiken
Page 204 79/17	Method of how the Performance Committee meet to discuss the school's data to be decided in the terms of reference.	Barry Hansford prior to the next meeting.
Page 204 79/17	Headteacher's Performance Management meeting to be arranged.	John Westwood, Lorna Hensher and Neil Aiken late October early November.
Page 205 80/17	JW to approach the person he has in mind about becoming a school governor.	John Westwood as soon as possible.
Page 205 80/17	LH to transfer from a Parent Governor to a Foundation Governor.	Lorna Hensher as soon as possible.
Page 205 80/17	All governors to commit to going into school more.	All
Page 205 80/17	JW to liaise with NA to arrange his next school visit.	John Westwood and Neil Aiken as soon as possible.
Page 206 83/17	Clerk to ensure that the Pay Policy is ratified as soon as it is available.	Clerk as soon as possible.
Page 206 85/17	All governors to complete and return their Skills Audit to BH.	All as soon as possible.

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