

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 7 DECEMBER 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)	✓	
Mr B Hansford (BH)	✓		Rev J Westwood (JW)	✓	
Ms L Hensher (LH)	✓		In Attendance		
Mrs E Laughton (EL)		✓	Mrs E Redden (Clerk)	✓	

SIP		Action
	87/17 O TRACK TRAINING	
1.1	The Headteacher presented the governors with some training on O Track the school's data tracking system. The school's data was used for the training session during which time, governors were able to ask questions about it.	
	88/17 PRAYERS	
	JW opened the meeting with a prayer.	
	89/17 WELCOME AND APOLOGIES	
	The Clerk joined the meeting. Apologies were received and accepted from Mrs Laughton.	
	90/17 DECLARATION OF INTEREST	
	None.	
	91/17 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.	
	County Governors' Newsletter – Clerk The school's Ethos, Vision and Values – BH	
	92/17 MINUTES OF THE MEETING HELD ON TUESDAY 28 SEPTEMBER 2017 (ENC)	
	Confidential Minutes Confidential – see attached sheet.	
	General Minutes It was agreed that the Chair could sign both sets of minutes as a true and accurate reflection of the meeting.	
	93/17 MATTERS ARISING AND ACTION TEMPLATE	
1.1	73/17 <i>The Headteacher had contacted some local schools to invite them to visit a Loddington LGB meeting and ask whether Loddington governors could visit one of their meetings, but has not been able to arrange anything so far. He will try again in January. Carried forward.</i>	NA
	74/17 <i>Governor badges were distributed to the governors who did not already have them.</i>	

		Action
1.1	74/17 <i>The governors have been sent login details to access ASP. The Chair stated that the front page dashboard is very good. Governors require training on ASP.</i>	All
	78/17 <i>The Headteacher will re-send the school's monitoring and evaluation calendar.</i>	NA
1.1	79/17 <i>The Performance governors will meet with the Headteacher at the end of January to analyse the school's data and learn more about O Track.</i>	SL/BH
	79/17 <i>The Headteacher's Performance Management meeting will take place on Monday 11 December.</i>	
1.1	80/17 <i>JW has approached the person he had in mind about becoming a school governor. The person is still interested but has not yet moved into the area. He will approach them again once they have moved.</i>	JW
	80/17 <i>All governors have visited the school this term. The Headteacher thanked them for coming in. See Item 99/17 Governor Issues for reports.</i>	
	83/17 <i>The Pay Policy is still not available from PDET and will remain on the agenda until it can be ratified. Clerk to ensure.</i>	Clerk
	85/17 <i>The Chair will re-send the Skills Audit to the governor who has not yet completed it.</i>	BH
	All other matters arising were either considered to be complete or would be discussed elsewhere on the agenda.	
	94/17 HEADTEACHER'S REPORT (ENC)	
3.2	The Headteacher asked for any questions. Introduction How does the Busy Ants scheme align to SATS? Collins (the publishing house that own Busy Ants) have Maths specialists who will tailor the scheme to the National Curriculum so that when pupils take their SATS tests they will be tested on the right areas and to the right level. The children have plenty of opportunity to work through SATS papers and become very familiar with the types of questions asked. The Busy Ants test papers also test the pupils on what they have learnt and therefore provide staff with a more accurate assessment of the progress the children have made. Would it be beneficial for non-parent governors to have ParentMail? This was discussed and it was agreed that the Headteacher would e-mail the non-parent governors a copy of the school's newsletter each week.	NA

SIP		Action
3.4	<p>The children in the past have been taken to a pantomime, why has this not happened this year? The Headteacher was not aware of the previous trips. He would like to take them to the theatre perhaps at another time of year as pantomimes can be quite frightening with some children wanting to leave the performance and sit in the foyer. The governors agreed that it would be better to take the children to something less scary.</p> <p>The parent governors commented that the new version of ParentPay is much easier to use.</p> <p>Extra-Curricular Activities</p> <p>Are there any after school clubs running at present? No because of all the other things happening in school at the moment. Clubs will be reviewed in January. A governor pointed out that clubs work best in the summer when it is lighter at the end of the day.</p> <p>Numbers on Roll</p> <p>There are currently 99 children on roll. What feedback has the Headteacher had so far on the number of new Reception children for September? There has been lots of interest and positive feedback. The Headteacher hopes to have a larger Reception class next year. Would the school consider having an Open Day? Yes. There have been posters up and leaflets in local nurseries since September advertising open events at various local schools. One governor had spoken to other parents with children starting school in September who were put off applying for a place in a village school because they are always oversubscribed. The cut off date for applying for a Reception place is 15 January 2018. Could the Headteacher do anything now to promote the school? An event could be put in the paper (possibly the event at The Masque). There has been more interest in the school this year. The Chair suggested contacting former governor Tim Oglethorpe to see if he could help in any way.</p> <p>Behaviour Incidents</p> <p>At what point would the Headteacher consider permanent exclusion? Headteachers have to be flexible with this as each situation is entirely different. The Headteacher went on to explain the strategies in place for the pupils currently at risk of exclusion. The strategies are working and the parents are supportive of them. The message is getting through to the children that if their unacceptable behaviour continues then they will not be allowed in school. The Chair and Headteacher had discussed one of the children in question recently and lately the child has been very well behaved.</p> <p>Will there be any fundraising for the school play? There will be a bucket collection at each performance. The ticket money will be given to the School Council for them to spend on something for the school. This had not been explained very clearly to parents. The Headteacher will address this in the next edition of the school's newsletter.</p>	NA
2.1		

SIP		Action
	95/17 SCHOOL DEVELOPMENT PLAN UPDATE/POST OFSTED INSPECTION PLAN (STANDING ITEM) (ENC)	
	<p>The SDP needs to be extended. The Headteacher will work on it ready for the next meeting. He stated that there are some things on the SDP that have been done but the SDP has not been updated. He has also added a new guided reading scheme to the SDP since it was sent out to governors. The Headteacher will ensure that the next SDP is clearly RAG rated so that governors can see the progress being made towards them.</p> <p>Governors suggested that the targets in it need to be SMARTer. They are better than they were, but could be better still. The Headteacher has e-mailed his School Improvement Partner about this and stated that the targets will be able to be more specific once the next round of data has been processed.</p> <p>The Headteacher has a new SIP (Katherine Towns).</p> <p>6.2 What will happen with RE and Collective Worship when the Deputy Headteacher leaves? The Deputy Headteacher will ensure that all elements of the Christianity Project are in place before she leaves. She will also ensure that staff are fully trained in delivering the Christianity Project.</p> <p>6.3 The Bishop is visiting on 16 January. Will the Spiritual Garden be completed by then? Yes. JW and the Headteacher to meet to discuss the details of the Bishop's visit.</p> <p>6.1 Is the Faith Committee the same as the Ethos Committee? Yes, but it is more in line with SIAMS. The Faith Committee will also be more closely linked with the Spiritual Garden. The committee has been formed and will meet next term.</p> <p>2.3 What is the problem with behaviour at lunchtime? It can get a bit loud in the village hall when the children are eating lunch. The Headteacher is monitoring the situation. The issues with bad behaviour last term have been addressed by the purchase of walkie-talkies and other strategies.</p> <p>Has the take up of school meals increased since the recent tasting session? The Headteacher was unsure and would find out for the next meeting.</p> <p>3.4 What plans does the Headteacher have to stimulate the learning environment? All the displays will be re-done in January. Some lockers have been removed which has made some areas tidier and more usable enabling them to be used as breakout space.</p> <p>3.5 With the introduction of the new handwriting scheme, will children be made to change the way they write? The Headteacher explained the differences between the new system and the old current one. The new system will be introduced gradually and the children will not be made to change how they form their letters, they will however, be expected to do things such as making finger spaces between words. Handwriting is also about presentation of work and this is something that can be changed throughout the school.</p>	<p>NA</p> <p>JW/NA</p> <p>NA</p>

SIP		Action
	<p>Has the Headteacher been through the SDP to make sure that it covers everything raised in the school's recent Ofsted Inspection? Yes. The Headteacher drew governors' attention to page 2 of the SDP.</p>	
	<p>96/17 TERMS OF REFERENCE FOR COMMITTEES</p>	
1.1	<p>The committee terms of reference had been circulated prior to the meeting. The governors unanimously agreed to ratify them for the coming year.</p>	
	<p>97/17 POLICIES</p>	
	<p>Pay PDET have still not issued their Pay Policy. Clerk to ensure that Pay Policy is on the agenda until it is ratified.</p> <p>Safeguarding The Chair reminded the meeting that the Safeguarding Policy is due for review as it is required to be reviewed annually. He will download the current policy from the PDET website and bring it to the next meeting.</p> <p>The Chair audited the school's policies during the Summer Term and stated that there are lots of policies that can be dispensed with.</p> <p>The Headteacher informed the meeting of what he had done to ensure that all policies were up to date at his previous school and proposed to do the same with Loddington's policies.</p> <p>Data Protection The Clerk reminded the meeting that the new General Data Protection Regulation comes into force on 25 May and schools will need to amend their policies accordingly. PDET's Data Protection Policy is due for review in December 2017. Governors will review the new policy as soon as possible after it is issued. The Clerk reminded the meeting that any other school documents that are linked to data protection will need to be reviewed as well to ensure that they comply to the GDPR when it comes into force.</p>	<p>Clerk</p> <p>BH</p>
	<p>98/17 LINKS TO CHURCH</p>	
	<p>JW stated that he had little to add as most of the links have been reported in the Headteacher's Report.</p> <p>JW is going to plan some Experience Days for the children.</p> <p>The Headteacher thanked JW for his clarification on Holy Communion.</p>	
	<p>99/17 GOVERNOR ISSUES</p>	
1.1	<p>Governor Vacancies The Chair and Headteacher have spoken to two people about joining the LGB. One was going to put an application in but has not done so so far. They have only just met with the other person and he has also said that he will put an application in. The Chair explained the application process to become a Foundation Governor. Can the Chair, Headteacher or Vicar decide against an application to become a Foundation Governor? Yes, so long as their decision is not personal.</p>	

SIP		Action
1.1	<p>The first candidate was found because the Chair contacted Kettering Churches Together. The second candidate came through Inspiring Governance.</p> <p>BH informed the meeting that he is now a governor at Moulton College. His appointment has been discussed with the CEO of PDET who saw no conflicts of interests.</p> <p>Governor Visits</p> <p>All governors had visited the school since the last meeting and reports had been written. It was agreed that once the member of staff they had met with and the Headteacher had approved the reports, they should be e-mailed out to all governors.</p> <p>Questions resulting from all of the visits and their answers are listed below:</p> <p><u>Collective Worship (SL)</u></p> <p>1. How are you encouraging children who never volunteer to stand at the front to pray to have a go?</p> <p>JW has been into school and led a workshop on prayer. He stated that it was clear to see that some children obviously think very carefully about what they want to say. Those who do not volunteer are not put under any pressure – it is a difficult thing to do. He is hopeful that the Faith Committee will be able to help.</p> <p>6.1 2. Have you thought about changing the timing of collective worship so to give the opportunity on follow on work in the classroom.</p> <p>It is not possible to change the time of collective worship because of moving the furniture. Also, it fits well at the end of the day. Could the village hall be used? It could be. The Headteacher had thought about using the church and it was quickly agreed that this could be done once a week, probably on a Wednesday when collective worship is led by a member of the benefice Faith Team. By doing this as well, it might be possible to change the time, so enabling follow on work to be completed immediately afterwards. Headteacher to add this to the SDP as it links to SIAMS.</p> <p>3. Do you have any other faith leaders in to lead collective worship?</p> <p>Not so far this year, but there have been in the past.</p> <p>Could governors lead an assembly? They would be very welcome to. The Clerk informed the meeting of one of her other schools where a group of governors had recently held an assembly for the children to get to know them as governors. The children had asked them questions about themselves and about what governors do.</p> <p>Do the children lead collective worship? Yes.</p>	NA

SIP		Action
<p>3.4</p> <p>3.4</p> <p>3.4</p>	<p><u>School Environment</u></p> <p>1. The library is work in progress – do you think you may need to invest in this space rather than making do with what you have available?</p> <p>The library space is not ideal, but it will evolve. The classroom next door is working well as is the office space. Lots of books have been disposed of and the electronic system is good. The children need to be encouraged to use the library.</p> <p>2. Time for school appearance is hard to find, do you plan on allocating teachers specific times to allow teachers to make improvements to their classrooms?</p> <p>The Headteacher will ensure that staff find the time. He would like to introduce a “Day 15” project, where once every three weeks, the school devotes a day to music, IT, art and drama. This day would produce material regularly for staff to be able to change their displays. He would also like to be able to mix the year groups when these days take place so that the children get to work with children in other year groups.</p> <p>3. Whilst the improvements are in progress, do you think the children need to be asked to keep their lockers tidy and orderly throughout the day to improve first impressions for visitors?</p> <p>The lockers are in the process of being removed to free up some space. The school used to have locker monitors to ensure that the area was kept tidy.</p>	
<p>2.2</p>	<p><u>Special Educational Needs</u></p> <p>The Chair had carried out an SEN Visit, primarily to get to know the new SENCO. He was confident that Miss Cook is now clearly in charge of her area and is being fully supported by the Headteacher and other staff. She has carried out a comprehensive review of all the children on the SEN Register which she is now evaluating. The Chair had no questions as a result of his visit.</p> <p>Are parents aware that their children are on the SEN Register? Yes. All children on the SEN Register have an IEP (Individual Education Plan). The Headteacher is looking to remove some children from the register as although all the children on the register are behind where they should be with their learning, not all of them have a barrier to their learning. Are the parents supportive of the school if their child is on the SEN Register? Yes. Is the SEN Register for children with emotional needs? Yes, as an emotional issue can be a barrier to learning. The Heateacher explained what can be done to support these children.</p>	
<p>6.1</p>	<p><u>Religious Education</u></p> <p>JW had visited three classes to look at the teaching of RE. He was very encouraged by what he saw, however he stated that the children need to be looking at bigger questions.</p>	

SIP		Action
	<p>Collective Worship (LH) LH had attended the school's Harvest Festival</p> <ol style="list-style-type: none"> When considering collective worship as a school, is this always delivered in the form of traditional songs and teaching or are other methods of expression such as art, listening to music or dance ever used? Art and music are used but dance has not been because of the restrictions on space. How does the school choose which local charities to support (ie Homestart on this occasion)? Traditionally the charities are chosen by the children, however the Headteacher is looking into this to broaden the people who can choose a charity. The school does not currently do anything for Children in Need and this will be addressed next year. This was clearly a church led service, do the children ever have the opportunity to lead whole school collective worship and if so how is this facilitated? See Collective Worship (SL) above. 	
3.4	<p><u>Learning Spaces</u></p> <ol style="list-style-type: none"> How is the space used within the Year R/1 room to allow the focussed work with the older children and more free choice/use of outside space for Year R? The way the year groups are split works well. Lots of it is done dependant on the timetable. The Early Years curriculum is very different to the Year 1 curriculum and the class are often split that way. The Headteacher would like the children to be able to select their own equipment in this class as well as be able to put it back. Moving to a different learning space is effective and the children are getting used to it. The foyer is a large space, are there any plans to utilise this for learning (particularly with the open link between the staff room and the office now this has been moved)? The Headteacher will be able to use the foyer. What are the considerations for choosing or changing the groups in which children are taught within these spaces? At the moment, they are purely based on the national curriculum, but this will change. 	

100/17 ANY OTHER BUSINESS

School Ethos, Vision and Values

The Chair would like to visit these again. He stated that the current Ethos, Vision and Values are all good, but he did not feel they were agreed in a manner that ensured the widest engagement by all involved in the school community. It was agreed that this area would be re-visited this academic year.

NCC Governors' Newsletter

The Clerk stated that there is going to be a charge for the newsletter for governors published by NCC. She explained the charges and the benefits of the newsletter and governors agreed that the school should go ahead and purchase just the newsletter at a cost of £50 per annum.

101/17 DATE OF NEXT MEETING

Thursday 8 February at 7.00pm

The Chair thanked governors for attending and closed the meeting at 9.33pm.

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 209 93/17	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. Carried forward.	Neil Aiken as soon as possible.
Page 210 93/17	ASP training to be sourced for all governors to attend.	All as soon as possible.
Page 210 93/17	NA to re-send the school's monitoring and evaluation calendar.	Neil Aiken as soon as possible.
Page 210 93/17	SL and BH to meet with NA to analyse the school's data and learn more about O Track.	Barry Hansford and Sophie Lewis to meet with Neil Aiken in January.
Page 210 93/17	JW to approach the person he has in mind about becoming a school governor.	John Westwood once the person has moved.
Page 210 93/17	BH to send SL the Skills Audit for her to complete and return to him.	Barry Hansford as soon as possible.
Page 210 94/17	NA to e-mail the school's weekly newsletters to non-parent governors.	Neil Aiken as soon as possible.
Page 211 94/17	NA to explain to parents in the next newsletter how the school play ticket money will be spent.	Neil Aiken in the next newsletter.
Page 212 95/17	NA to extend and update the SDP.	Neil Aiken as soon as possible.
Page 212 95/17	NA and JW to meet to discuss the forthcoming Bishop's visit.	John Westwood and Neil Aiken prior to the visit in January.
Page 212 95/17	NA to ascertain whether the take up of school meals has increased.	Neil Aiken as soon as possible.
Page 213 97/17	Clerk to ensure that the Pay Policy is ratified as soon as it is available.	Clerk as soon as possible.
Page 213 97/17	BH to download the PDET Safeguarding Policy bring to the next meeting.	Barry Hansford prior to the next meeting.
Page 214 99/17	NA to add using the church once a week for collective worship to the SDP	Neil Aiken as soon as possible.

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