

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON WEDNESDAY 22 MARCH 2018 AT 7.00PM AT THE SCHOOL**

PRESENT/APOLOGIES

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Neil Aiken (HT) Headteacher	✓		Sophie Lewis (SL)	✓	
Jo Bennett (JB)	✓		John Westwood (JW)	✓	
Barry Hansford (BH)	✓		In Attendance		
Lorna Hensher (LH)	✓		Liz Redden (Clerk)	✓	
Emma Laughton (DHT)	✓				

SIP		Action
	17/18 PRAYERS	
	JW opened the meeting with a prayer.	
	18/18 WELCOME AND APOLOGIES	
	The Chair welcomed everyone to the meeting especially new Parent Governor Jo Bennett. Everyone present introduced themselves. There were no apologies.	
	The Chair offered to meet with her to discuss the LGB and school governance.	
	19/18 DECLARATION OF INTEREST	
	None.	
	20/18 SAFEGUARDING	
	To be covered in Item 25/18 Headteacher's Report.	
	21/18 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.	
	<ul style="list-style-type: none"> • Website Review – BH • IT Services – BH • Governor e-mails - BH 	
	22/18 MINUTES OF THE MEETING HELD ON THURSDAY 8 FEBRUARY 2018 (ENC)	
	It was agreed that the Chair could sign the minutes as a true and accurate reflection of the meeting. The minutes were given to the HT to file.	
	23/18 MATTERS ARISING AND ACTION TEMPLATE	
	<p>04/18 The HT has drawn up a Safeguarding Action Plan but needs to go through it with the Chair before it can be issued. The main issues are the Year 6 cloakroom and the bin store.</p> <p>04/18 The HT has put some articles in the newsletter to introduce the new staff and will do again after Easter.</p> <p>07/18 The Clerk had spoken to the Chair at Great Addington who had recommended Staverton LGB as one to observe. The governors agreed that Staverton is too far to travel. Chair to contact the Chair of Governors at St Andrew's to see if they would be willing for governors to attend one of their meetings.</p>	<p style="text-align: right;">HT</p> <p style="text-align: right;">BH</p>

SIP		Action
	<p>07/18 <i>The Chair has done some ASP training. Fairfield's will be offering it but there is currently an issue with using them through PDET. The Chair explained what ASP is.</i></p> <p>07/18 <i>JW has approached the people he knew without success.</i></p> <p>07/18 <i>JW now receives the school's newsletter. The school's newsletter is also available on the school website.</i></p> <p>08/09/18 <i>JW and the DHT have not managed to meet for a handover of the Christianity Project and will not be able to before she leaves. They have spoken informally. The Christianity Project is linked to SACRE (Northamptonshire's RE curriculum).</i></p> <p>08/09/18 <i>The HT has met with PDET to discuss data, how it is collected and how it is generated. See also Item 25/18 Headteacher's Report.</i></p> <p><i>All children in PDET schools will be tested three times a year using PUMA (Maths) and PYRA (Reading). This will provide PDET with some standardised data they can use to measure children's progress. It will not affect the school's use of O Track and will help with moderation.</i></p> <p>08/09/18 <i>The request for spare/outgrown sportswear and equipment has resulted in some donations to the school.</i></p> <p>10/18 <i>BH, HT and the school bursar will address promoting the school in September.</i></p> <p>12/18 <i>The Pay Policy will be approved by PDET at Easter and will be on the agenda for approval at the next meeting. Clerk to ensure.</i></p> <p>12/18 <i>The HT has sent some information out on internet safety and will send another tip out tomorrow. A governor explained why this had been asked for.</i></p> <p>12/18 <i>The HT has spoken to the bursar about the issue of multiple e-mails being sent out to parents with more than one child at the school. It is possible but could cause other problems.</i></p> <p>14/18 <i>The governor visit reports have been written up. The HT thanked governors for their reports and added that there are some very pertinent questions on some of them which need to be looked at in more detail.</i></p> <p><i>SL has completed another form which she had just sent to the HT.</i></p> <p><i>The Chair has updated the form to include a section on Safeguarding.</i></p> <p><i>Governors were asked to e-mail their completed forms to the HT for him to send to the Clerk.</i></p> <p>All other Matters Arising were either considered to be complete or would be discussed elsewhere on the agenda.</p>	Clerk
	24/18 MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 8 FEBRUARY 2018 (ENC)	
	The governors had received a verbal update at the last meeting. No further questions were forthcoming.	
	25/18 HEADTEACHER'S REPORT (ENC)	
	The term has been very busy and with disruption caused by the snow.	

SIP		Action
1.3	<p>Parents' Evening was very successful, partly helped by the new electronic booking system using Parent Mail. Use of the new system also helped the office staff enormously.</p> <p>Children are responding well to the SATS revision process. When is SATS week? 14-18 May. Will the school provide breakfast again that week? Yes.</p> <p>Staffing Confidential – see attached sheet.</p> <p>Safeguarding Helen Dowsett has completed her Designated Safeguarding Lead training and will become Deputy DSL after Easter.</p> <p>Do the children know who the DSL's are? No, the children are encouraged to talk to any staff if they have a problem. The staff can then take the child's concern to one of the DSL's if necessary. Do the children ever question the posters on display? No the posters are mainly for the adults, especially visitors.</p> <p>The Safeguarding posters and leaflet will need to be updated when Mrs Laughton leaves. Chair to liaise with the bursar on this.</p> <p>Since the HT wrote his report, there has been another safeguarding issue, which he explained to governors.</p> <p>As a result of the above issue, the HT will not be going to Govilon. He listed the staff who will be going with the children. All the Govilon staff are DBS checked.</p>	
3.4	<p>School Improvement Plan The HT informed governors that there is one section in the plan that is still RAG rated "red" (school environment). He explained that he is waiting for a third quote to do the work before he can go ahead.</p> <p>Continuing Professional Development The HT listed the CPD undertaken since September.</p> <p>The governors queried the Service Level Agreement (SLA) for PDET Governor Training as they feel that they need to be making more use of it. PDET is currently looking at the accessibility of its training. The governors would like some training on ASP. HT to liaise with PDET on this.</p> <p>Visits/Visitors The school started out with two students from Bedford University. One has left due to targets not being met.</p> <p>EL left the meeting.</p> <p>Do students cost the school? No, the school is paid to have students. Could the school have an area on its website to introduce students and explain what they are doing as this would reassure parents? This could be done via the newsletter. Some students spend quite a long time at the school, other students (nursing students) spend much less time at the school. Students are very closely monitored.</p>	HT

		Action
4.2	<p>A governor asked whether there are any plans for more after school clubs. The HT stated that there will be more in the Summer Term. He felt that staff were under too much pressure to do their work and run an after school club as well. Could parents be asked to run clubs? Yes, as long as they are DBS checked. There will be a gardening club after Easter and parent volunteers will be asked to help with that. The HT added that he is meeting with someone after Easter in a bid to get the older members of the local community involved with the school. They may also be willing to run clubs.</p> <p>Performance Management All performance management is now complete including the HT's.</p> <p>The Teaching Assistants will be performance managed in April as new roles and expectations will be introduced for them. Once they have settled into their new roles, they will be better able to have a discussion around their targets and outcomes.</p> <p>Attendance Whole School Attendance is 96%.</p> <p>Behaviour/Racist Incidents Confidential – see attached sheet.</p> <p>Progress and Attainment The HT stated that Greater Depth in Year 6 is very difficult to achieve. Does that matter if the children are achieving Expected? Yes. PDET are very keen for their schools to keep up with the National Standard. The school needs to enable its children to achieve what they are capable of. Does the school have children who are capable of achieving Greater Depth? Yes. It is possible to see a child's potential to achieve Greater Depth at the end of their Reception year. 100% of Year 6 children made Expected progress in maths last year, but none of them achieved Greater Depth. Why was this? The SDP has plans in it this year for extension activities. Lots of resources have already been put into bringing the lower ability children up. The school now needs to work with the higher ability children who are now being challenged.</p> <p>Why was this not happening before? The school's focus on data and the staff's understanding of data and how to use it has improved.</p> <p>The school has a new tracking system in place that identifies children's capabilities.</p> <p>Can children's capabilities be stretched by homework? The amount of homework that the children are given was discussed. A Homework Club was suggested but these have not always been successful in the past. It was agreed that a parental survey should be carried out to see what parents think about the amount of homework their children are given. The school needs to be supporting the children who are willing to do homework to stretch themselves. The HT added that reading, spelling and tables all have value. He has used project type homework before (called take away tasks) which he explained.</p>	HT

SIP		Action
	26/18 RISK ASSESSING	
1.1	<p>Governors had agreed to discuss the Strategic Risk Register in more detail at this meeting. Governors need to look at when each section is reviewed and by whom.</p> <ol style="list-style-type: none"> 1. Funding and Liabilities – the low intake in Reception (approximately 11) next year could cost the school £30,000 which is the equivalent of one teacher. This small intake will impact on the school’s numbers throughout their time at the school. Funding and Liabilities to be discussed at the next Finance meeting when the school will have a clearer idea of the number of children joining the school in September. Clerk to ensure it is on the agenda. 2. Overall Performance Results are Significantly Failing the Students – there are concerns about Key Stage 1 and about progress, but this cannot be reviewed by governors until after the SATS results have been released. To be reviewed by the LGB in September. 3. Reputational Risk Related to Governors and Strategic Partners – the LGB requires more Foundation Governors. Also the Chair’s term of office finishes in September. 4. Staff and Governor Compliance do not meet Statutory and/or Legal Obligations – over reliance on key members of staff will always be a concern in a small school. <p>The Chair will add some dates to the document and ensure each area is reviewed as necessary.</p>	<p>Clerk</p> <p>BH</p>
	27/18 SCHOOL DEVELOPMENT PLAN UPDATE/POST OFSTED INSPECTION PLAN (STANDING ITEM)	
	Already discussed. See Item 25/18.	
	28/18 POLICIES	
	<p>Already discussed. See Item 23/18.</p> <p>The HT informed the meeting that there is some work to be done to ensure that the school’s policies are up to date.</p>	HT
	29/18 LINKS TO CHURCH	
6.1 6.2 6.3	<p>The school had joined with Pytchley Primary for a Candlemas Service at Holy Trinity. The children thoroughly enjoyed the service led by Father John.</p> <p>The HT thanked Father John and his team for the recent Experience Days also at Holy Trinity.</p> <p>The children took part in a Holy Communion service last week.</p> <p>Year 4 will be joining other Year 4 children from PDET schools at Wicksteed Park for a Faith Day next week.</p> <p>Is this an annual event and is it always for Year 4? Yes, although the school has not attended it before. PDET also organise a Maths Day for Year 5, a day at Peterborough Cathedral for Year 6 and a KS2 Sports Day.</p>	

SIP		Action
	<p>The Easter Service is next Wednesday at 2.00pm.</p> <p>When is the cross being delivered for the Spiritual Garden? HT to chase this up.</p>	HT
	30/18 GOVERNING BOARD SKILLS AUDIT (ENC)	
1.1	<p>The Chair had analysed the governors' skills audits. Overall, the LGB has reasonable knowledge of all the areas required.</p> <p>The Chair will send the new governor a skills audit form for her to complete and return to him.</p>	BH
	31/18 GOVERNOR ISSUES	
	<p>Governor Vacancies Already discussed. See Items 23/18 and 26/18.</p> <p>The HT will put a request out to all staff to see if anyone would like to become a Staff Governor. Helen Dowsett will do it if no other staff express an interest.</p> <p>Governor Visit Reports Already discussed. See Item 23/18.</p>	HT
	32/18 ANY OTHER BUSINESS	
	<p>Parents Survey The survey was used to ascertain what parents wanted from the school's website as the website needs to be updated. PDET have requested that all schools delay updating their website as they would like them to look similar and to do this would like to use one designer purchased through central procurement. The Chair will chase PDET to see what progress has been made. In the mean time the Chair has asked the current designer to update the school's home page to enable it to run the Twitter feed. Chair to chase up.</p> <p>Fifty-one people responded to the survey which is a really good return. Most stated that they felt that the website is reasonable. There is now a clear link on the school's website to the school's term dates. Governor meeting minutes are also available.</p> <p>The Chair summarised the other comments made:</p> <ul style="list-style-type: none"> • The school's Twitter feed needs to be put onto the front page. • Some staff can put things on their classes web page and some cannot, this highlighted the fact that some training is required which the Chair will provide in the Summer Term. • The school's calendar also needs to be populated. <p>Website Review PDET have asked all their schools to carry out a review of their websites. The Chair informed the meeting that the school's website is legally compliant, however PDET require pictures of all staff to be on a school's website and this is still to be completed.</p>	BH BH BH

SIP		Action
	<p>IT Services The HT has approached Wrenn School to provide the school's IT support.</p> <p>All governors need to be issued with school e-mail addresses to be compliant with GDPR.</p>	
	33/18 DATE OF NEXT MEETING	
	<p>Thursday 17 May at 7.00pm</p> <p>The Chair thanked Mrs Laughton for everything that she has done for the school and wished her well in her new school. She will be sorely missed.</p> <p>The meeting ended at 9.19pm.</p>	

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 228 23/18	HT to finalise a Safeguarding Action Plan.	Neil Aiken as soon as possible.
Page 228 23/18	Chair to contact the Chair of Governors at St Andrew's to see if she would be willing for governors to attend one of their meetings.	Barry Hansford as soon as possible.
Page 229 23/18	Clerk to ensure that Pay Policy is on the agenda for the next meeting.	Clerk prior to the next meeting.
Page 231 25/18	Chair to ensure that the school's Safeguarding leaflet and posters are updated.	Barry Hansford as soon as possible.
Page 230 25/18	HT to liaise with PDET regarding the school's training SLA and also to arrange some ASP training.	Neil Aiken as soon as possible.
Page 231 25/18	HT to arrange a Parental Survey on Homework	Neil Aiken as soon as possible.
Page 232 26/18	Clerk to ensure that Funding and Liabilities is on the agenda for the next Finance meeting.	Clerk prior to the Finance meeting on 17/5/18
Page 232 26/18	Chair to update the Strategic Risk Register	Barry Hansford as soon as possible.
Page 232 28/18	HT to review school policies and bring them to governors' meetings as required.	Neil Aiken as soon as possible.
Page 233 29/18	HT to chase up delivery of the cross for the Spiritual Garden	Neil Aiken as soon as possible.
Page 233 30/18	Chair to send JB the governor skills audit for her to complete and return to him	Barry Hansford , to send to Jo Bennett as soon as possible for her to complete and return to him.
Page 233 31/18	HT to ask all staff whether they would like to become a Staff Governor.	Neil Aitken prior to the next meeting.
Page 233 32/18	Chair to chase PDET about the school's website.	Barry Hansford as soon as possible.
Page 233 32/18	Chair to chase the school's current website designer to update the school's home page.	Barry Hansford as soon as possible.
Page 233 32/18	Chair to provide staff with some training on the school's website.	Barry Hansford in the Summer Term.

Minutes taken and transcribed by
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