

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON WEDNESDAY 17 MAY 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) John Westwood (JW)	✓	
Jo Bennett (JB)	✓				
Barry Hansford (BH)	✓		In Attendance		
Lorna Hensher (LH)		✓	Liz Redden (Clerk)	✓	
Helen Dowsett (AHT)	✓				

SIP	Action
34/18 PRAYERS	
JW opened the meeting with a prayer.	
35/18 WELCOME AND APOLOGIES	
The Chair welcomed everyone to the meeting especially new Staff Governor, AHT and Intervention Teacher Helen Dowsett. The apologies received were accepted.	
36/18 DECLARATION OF INTEREST	
None.	
37/18 SAFEGUARDING	
To be covered in Item 41/18 Headteacher's Report.	
38/18 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.	
• None	
39/18 MINUTES OF THE MEETING HELD ON THURSDAY 22 MARCH 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.	
40/18 MATTERS ARISING AND ACTION TEMPLATE	
23/18 The HT reported that the Safeguarding Action Plan has been finalised with the exception of the location for the bin store. The school has had a survey completed and it may not be possible to put the bins against the wall shared with the pub as it could be a fire risk. If it is possible the HT would like to leave the bins where they are but he needs to check with the Fire Service to make sure that they can be fenced in.	Chair
23/18 St Andrews had offered to let some governors attend their meetings, but it was not possible for anyone to attend because of the timings of their meetings. The Chair will contact the Chair of Pytchley Governors to see if governors could visit one of their meetings.	
25/18 The HT has spoken to PDET regarding the school's Training Service Level Agreement. There will be some changes made and PDET are looking to use a different provider to the one they use currently. The HT is happy to use external providers for training.	

SIP	Action
25/18 The HT will collate the Parental Survey on Homework on the deadline and report back to the next meeting. Survey Monkey will produce a summary of the findings. The survey needs to ensure that it reflects the wide views of the parents. So far there have been some positive responses and some negative ones too.	HT
A governor showed her son's homework book from Year 2 from his previous school. The book shows an end product. The HT stated that there will be some changes made to how homework is given. Will the School Council be involved with the changes? Yes.	
There were some core activities given out to the children over Easter although Year 2 were given something slightly different to the other year groups. What the children were given was explained to governors. There is a list of the homework in all the classrooms and the results of what the children produced are up on the walls.	
The HT wants to look closely at the Year 6 children. The children have taken their Year 6 SATS in their stride. There were some stresses and strains which will have to be dealt with differently for each year group as they sit their SATS. In order for the children to prepare for their SATS, they have a series of workbooks with SATS questions in them, to work through which appear to have worked.	
The HT informed the meeting that the children did not find the Maths Reasoning very easy but they all finished.	
How long is each paper? Each paper is between 30 mins and an hour.	
Governors were recommended to look at the SATS papers available on line. The HT is starting to make changes to the school and one of the things he would like parents to do is sit a SATS paper so that they can see what is expected of their children.	
Do the questions get harder through the paper. No. Children are taught to move on if they are struggling with a question.	
What about the children? How do the SATS papers affect them in the future? The secondary schools use the results to put the children into sets initially, but once they are at secondary school the children are tested again, to provide the schools with a baseline to work from.	
28/18 Chair and HT need to meet to review the school's policies.	
29/18 The cross has been erected in the spiritual garden and has already been moved for safety to just behind the fountain. Why do all schools have a spiritual garden? Not all schools have them and is no recommendation for church schools to have them. They have been created as a result of the Spiritual, Moral, Social and Cultural curriculum which is looked at by Ofsted. Some schools use their gardens to calm children down and to help with autistic children.	
30/18 JB still has to complete the governor skills audit.	JB

SIP		Action
	<p>32/18 The Chair has chased PDET regarding the school's website. The company PDET were considering does not have the capacity to provide them with the level of service required. The school will therefore be using a company called Tapiochre and the Chair has already met with them. He liked their costing and has spoken to PDET who wanted to do a central commissioning but are happy for the school to go with Tapiochre. The school's current website designer has not responded to the Chair's e-mails. Does the school have a contract for IT. Is done thru Wrenn Spinney. NY will ask him to update the front page. BH is currently in charge of the website. Once the website has been updated. BH will prov some training.</p> <p>All other matters arising were either considered to be complete or would be discussed elsewhere on the agenda.</p>	
	41/18 HEADTEACHER'S REPORT (ENC)	
	<p>For all future meetings, the Clerk was asked to list the sub-headings of the HT's Report on the agenda, such as Attendance, Behaviour, SEN and Safeguarding. Links to Church will be included in the report but will remain as a separate item on the agenda and will follow the HT's Report.</p> <p>Two governors had been in to school to monitor the SATS. The school was not inspected, but there were local schools which were. The HT informed the meeting that the Year 6 do their SATS in the village hall.</p> <p>When the Headteacher's Declaration Form opens, the HT will be able to tick the box to say that governors have been in to monitor the SATS process.</p>	Clerk
3.4	<p>Staffing Structure The first part of this section was deemed to be confidential – please see attached sheet.</p>	
4.2	<p>With mixed year groups some schools use them to push the brighter children in the lower year on. Is this something that the school would consider? This is a contentious issue. The children need to be kept in their year group for personal and social development. The children are taught in their year group for maths could children be moved up a year? There are already some children doing this. Differentiation does take place and the children are stretched and challenged.</p> <p>Were the levels used previously more extreme? The school no longer uses levels children are encouraged to deepen their learning of a subject.</p>	
1.3	<p>Safeguarding At the training day after half term staff will be given major Safeguarding refresher training. Would it be appropriate for governors to attend? Governors would be very welcome. The training will highlight some of the recent changes to the FGM and Prevent guidance.</p> <p>The Chair had been made aware of the rising gang culture in the county. He explained that there are gangs coming from London who groom children to carry out crimes.</p>	

SIP		Action
	<p>Parents need to recognise that their children will be introduced to drugs at secondary school.</p> <p>The HT has had concern forms passed to him. One is still active the other is now fine. NA has discussed with BH.</p> <p>The AHT has completed her Deputy DSL training. The Chair's Safeguarding training is due to be renewed. He has done the online training but new government guidance recommends face to face training.</p> <p>School Improvement Plan/School Improvement Record The HT has updated the SIP and re RAG rated it. Staff will also look at it on the training day. The HT reported that by the July LGB there should be a new SIP.</p> <p>The HT went through the areas of the SIP that are not yet RAG rated green:</p>	
1.2	<p>Work with other schools to ensure accurate assessment in core subjects. Staff thought that they were going to a moderation session recently, but the session was something else. The HT is waiting to hear whether the school will be moderated or not. The school is prepared if they are.</p>	
1.4	<p>Implement Christianity project as resources become available. This should now be green.</p>	
2.4	<p>Ensure that all stakeholders are aware of safe use of Internet. A Safer Internet Day will take place later in the year when parents will be invited. Very few parents attended the last session put on for them. The school will not be using NCC's Internet Safety Officer this year. The HT will put a link on the school's website to websites about safer internet use.</p>	
2.5	<p>Introduce Well-being monitors and a monitoring system to measure impacts. This now has less of a priority but a tracking system will still to be put into place. The Educational Welfare Officer would like the HT to become involved with TAHMS. This target will be carried forward into next year as the HT would like to raise the profile. Is safe use of internet still being monitored? Yes the HT is still receiving reports.</p>	
3.1	<p>All teaching to be good or better in Phonics (RWInc). This will be difficult to achieve. Staff need to teach consistently and this not yet the case for all staff.</p>	
3.5	<p>Introduce new whole school handwriting scheme. The school did not adopt a handwriting scheme but the HT has seen huge improvements in children's presentation.</p> <p>How are children taught to write in Reception? They are they taught to print. The Reception children now have a different teacher and the HT has spoken to her about handwriting. The children need to achieve the cursive tick, which can confuse children, by the end of the year.</p>	
3.6	<p>School is further developed in to a stimulating learning environment. More money is required for better quality materials to improve the displays around the school. The staircase has been wrapped and the governors thanked the AHT for the work she has put in towards make the library look so good. The next areas to be done will be the entrance hall and foyer. The building over the other side. Photocopier room now looks better and the AHT's room is now a half classroom. The hall and entrance will be decorated over summer. Improving the learning environment will continue to be worked on.</p>	

SIP		Action
3.4	<p data-bbox="224 183 960 351">4.4 To ensure that children can engage in conversation, to ensure accelerated progress in Speech and Language which will impact on other areas of curriculum There is still a significant number of children requiring speech and language therapy. Parents need to be encouraged to talk to their children. If children cannot form their words properly it inhibits their learning. Why do children not speak properly? It could be physiological or it could be laziness.</p> <p data-bbox="224 354 960 402">6.1 Start to implement the new Christianity Project. Staff have not had the full cycle of training yet. Who is leading the training? The HT.</p> <p data-bbox="224 427 474 451">Extra Curricular Activities</p> <p data-bbox="224 454 960 518">The extra-curricular activities provided this term have been very popular and there is currently a waiting list for them. They will be readvertised again over the summer.</p> <p data-bbox="224 550 960 614">Is there any gardening in school? No, the children go up to the church, but there is no space in the school grounds. The HT will tend the space that the school has at the church over the summer.</p> <p data-bbox="224 646 380 667">Number on Roll</p> <p data-bbox="224 670 960 790">The current number of children on roll is 96. The amount of in year movement is having a massive impact on the budget and needs to be kept track of. The school will be losing five children from year groups other than Year 6 and will need to replace them. The number of children on roll changes frequently and the school could be asked for a space at any time.</p> <p data-bbox="224 813 960 861">Parents are aware that the school has a very strict Behaviour Policy which is being implemented.</p> <p data-bbox="224 885 960 933">What is the forecast for the roll for next year. The number on roll will be approximately ████</p> <p data-bbox="224 957 960 1029">Why are the children who are leaving leaving? Some are moving out of the area. One family is looking for a school with greater ethnic diversity. The school needs to promote greater ethnic diversity.</p> <p data-bbox="224 1053 380 1077">Visitors/Visitors</p> <p data-bbox="224 1080 960 1128">See the HT's Report for a list of visitors who have been into school since the last meeting.</p> <p data-bbox="224 1152 291 1176">Sports</p> <p data-bbox="224 1179 960 1227">The school has had some successes this term, but the children will not be taking part in the swimming gala this year.</p> <p data-bbox="224 1251 960 1299">Year 5 and 6 will both go swimming this year to achieve their 25 meter certificates. Year 4 will also be taken if they are confident.</p> <p data-bbox="224 1323 960 1412">Had a trip to KLV for the hockey, but none of the children had picked up a hockey stick before and were competing against children who had. Why was this? The children had done some hockey in Multi Skills. The HT did not feel that the trip was detrimental.</p>	

SIP		Action
3.4	<p data-bbox="1292 183 2029 454">The HT has two corporate calendars running at the moment which he will go through on the training day. He would like to do some fun trips such as a trip to the seaside. There could be some pre-learning involved. He asked the governors whether they felt the school did enough fun trips? The younger children do not regularly get the opportunity to go on fun trips, but they did go to see Peter Rabbit at the cinema recently. The governors felt that the parents of younger children would welcome more fun trips and supported the idea of going to the seaside as it would be good for children's well being. The HT would like to populate the calendar and then send it out to parents so that they know what is going on in school. Would a trip to the seaside be possible from a Health and Safety point of view? Yes.</p> <p data-bbox="1292 475 1556 499">3.1/ Performance Management</p> <p data-bbox="1292 502 2029 550">2 Teaching Assistant Performance Management has been completed in light of the complete restructure of their working arrangements</p> <p data-bbox="1292 571 1411 595">Attendance</p> <p data-bbox="1292 598 1921 622">Whole school attendance is currently 96.29% which is above target.</p> <p data-bbox="1292 643 2029 766">Does the HT have any concerns about the amount of unauthorised absence? No. There are no children in Year R with unauthorised absence. Should the children receive some kind of reward for good attendance? The class with the highest attendance is awarded Commando Bear. Do the older children find him a bit babyish? No they love him.</p> <p data-bbox="1292 790 2029 981">The governors agreed that individual awards for attendance are a bit difficult to give out as it is not the child's fault if they are ill. The governors suggested looking at rewarding attendance with no unauthorised absence as the school cannot punish children for unauthorised absence if their parents choose to take them on holiday. The governors were not keen on rewarding 100% attendance for those who do not actually have 100% attendance, because children have to accept that life is not always easy. They suggested that the HT award termly attendance certificates.</p> <p data-bbox="1292 1005 1630 1053">Behaviour and Racist Incidents Confidential – see attached sheet.</p> <p data-bbox="1292 1077 1339 1101">1.5 SEN</p> <p data-bbox="1292 1104 2029 1152">There are thirty one children on the SEN register, seven children receive free school meals and three are in receipt of top up funding.</p> <p data-bbox="1292 1176 2029 1224">The SEN register has been trimmed down and it will change again once the final adjustments have been made.</p> <p data-bbox="1292 1248 1653 1272">4.2 Attainment Targets and Predictions.</p> <p data-bbox="1292 1275 1355 1299"><u>Year 2</u></p> <p data-bbox="1292 1302 1796 1326">It is not yet known what the threshold will be in Year 2.</p>	

SIP		Action
	<p>There will be some children who will achieve Greater Depth in Reading, Writing and Maths. The HT hopes that the number of children achieving GD will be above last year's national average in Reading Writing and Maths and in line with the NA for SPAG. The percentage of children predicted to achieve GD could be as high as 30% or possibly 40%. The targets were based on 15 children in the cohort so the percentages are not quite accurate. The number of children who achieve GD will be more than last year which is very positive news.</p> <p>The children who are predicted not to make Expected are Working Towards.</p> <p>Do the children who are at Working Towards have intervention in place? Those who are significantly behind will have an IEP, but those who are borderline may not have anything. The HT reminded governors that some children may never meet Expected. It is the progress that they make which is the most important.</p> <p><u>Year 6</u> The latest predictions for the Year 6 children are detailed in the HT's Report. Their SATS results will be known at the beginning of July.</p>	
	42/18 CURRICULUM COMMITTEE	
1.1	<p>The Curriculum Committee had met on 24 April to consider a number of O Track reports provided by the HT. They also interrogated the O Track data online. The Chair stated that he now has a much better understanding of the school's data. Governors have easy access to O Track and can see the data and can talk about the data in a more focussed way.</p> <p>Why is it called the Curriculum Committee? The committee also needs to consider the curriculum.</p> <p>The Chair listed what had been discussed at the meeting</p> <ul style="list-style-type: none"> Disadvantaged (DA) children in the school are still under performing in all years except Year 1, however they are only a little way behind and are catching up. Summer born children are not achieving ARE. The SEN register is still under review. The speech and language issues that the school has. SEN children making good progress. There are concerns in the Year 3/4 class about their progress. The Year 5/6 children are doing well on the whole, but staff cannot be complacent especially with the SEN and DA children. The school is getting better with supporting its SEN children. 	
	43/18 RATIFICATION OF 2018-19 BUDGET	
	<p>The budget was thoroughly scrutinised at the Finance meeting held previously to this one. The Chair of Finance stated that the Finance Committee had not significant concerns, however the number of children on roll needs to be closely monitored and kept on track. The budget is tight but well thought out. There may be some concerns in four or five years' time, but there will have been some changes made in school by then.</p>	

SIP		Action
	<p>It sounded as though there would be an overspend at the last meeting. Has this has now changed? There will be a teacher on a fixed term contract whose contract will not be renewed when it ends. Commando Joe will also not have his contract renewed. By doing this the school now has a surplus.</p> <p>The Finance governors recommended the 2018-19 budget to the governing board which was accepted their recommendation. It was proposed and seconded that the 2018-19 budget be ratified.</p>	
	44/18 POLICIES	
	<p>Pay Policy Governors were asked for any questions. The policy has been negotiated by PDET and approved by the unions. It was proposed and seconded that the policy be ratified.</p>	
	45/18 LINKS TO CHURCH	
	<p>The whole school will be taking part in a Holy Communion service to celebrate Pentecost on 18 May. Do the children have to have been baptised to take communion? Yes. Have permission slips been sent out for this? Yes. The children have a blessing if they have not been baptised.</p> <p>Do the children understand what Pentecost is? Yes, they have had an assembly about the meaning of it and JW will talk about it at the service. Parents and governors are invited to the service which starts at 2pm.</p> <p>The Ethos Committee needs to meet. The HT and JW will liaise to arrange a meeting.</p>	<p>All</p> <p>HT/JW</p>
	46/18 GOVERNOR ISSUES	
	<p>Governor Communication All governors now have their own school e-mail address. The Chair explained that they need them to comply with the new GDPR regulations. Governors can no longer use their personal e-mail accounts.</p> <p>Governor Vacancies Still have some vacancies.</p> <p>Governor Visit Reports There were still some reports to write up. The Chair and JB will write reports for their SATS monitoring.</p> <p>Website Review Already discussed – see Item 40/18.</p>	
	47/18 ANY OTHER BUSINESS	
	<p>The school will need to have a clear policy for attracting children to the school by the next meeting. Promotional materials will need to be sent to nurseries in early September.</p>	

SIP	Action
<p>There are several free magazines delivered to houses in the village and they will be approached to see if they would be prepared to put a free advert in for the school. The Evening Telegraph will also be approached to do an article on the school. Twitter, Facebook and the local radio stations could also be used to promote the school.</p> <p>Could the school have an open event of some sort in September? Yes – other local schools do. A governor suggested that an open event would be more welcoming for parents than an official tour. Would the school consider doing more with the local community? Yes, the HT has a meeting to look at the village hall with Alison from FOLS with a view to starting up an Over Sixties group for people from all around the area. The group would be given the opportunity to work with the Reception and Year 1. If the school becomes more community orientated, it will be better for both the school and the village.</p> <p>Governors stated that they would be happy to leaflet local new housing estates.</p> <p>A governor had been approached by a parent about lockers who had wanted pegs because of wet coats. The HT is looking into the cloakroom facilities currently. If parents approach her again the governor was recommended to encourage the parent to speak directly to the HT.</p> <p>The governor also raised the issue of the boys' toilets. The HT informed governors that they have now been fixed.</p>	
48/18 DATE OF NEXT MEETING	
Thursday 5 July at 7.00pm	
The Chair thanked governors for attending and closed the meeting at 9.20pm.	

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 236 40/18	Chair to contact the Chair of Pytchley Governors to see if they would be willing for governors to attend one of their meetings.	Barry Hansford as soon as possible.
Page 237 40/18	HT to collate the responses to the recent Parental Survey and present to the next LGB meeting.	Neil Aitken prior to the next meeting.
Page 237 40/18	JB to complete the skills audit sent to her and return to BH.	Jo Bennett to complete as soon as possible and return to Barry Hansford .
Page 238 41/18	Clerk to list the sub headings of the HT's Report on LGB meeting agendas.	Clerk with immediate effect.
Page 243 45/18	<ul style="list-style-type: none"> All governors invited to attend the Holy Communion service. HT and JW to liaise and arrange a meeting of the Ethos Committee. 	All 18/5/18 at 2pm. Neil Aiken and John Westwood as soon as possible

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