

**LODDINGTON CEVA PRIMARY SCHOOL  
MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THURSDAY 4 OCTOBER 2018 AT 7.00PM AT THE SCHOOL**

**PRESENT/APOLOGIES**

Governor	Present	Apologies ✓ Absent x	Governor	Present	Apologies ✓ Absent x
Neil Aiken (HT) Headteacher	✓		John Westwood (JW)	✓	
Jo Bennett (JB)	✓		<b>In Attendance</b>		
Helen Dowsett (AHT)	✓		Liz Redden (Clerk)	✓	
Barry Hansford (BH)	✓		Duncan Mills (PDET CEO)	✓	
Sophie Lewis (SL)	✓				

**Action**

**63/18 PRAYERS**

JW opened the meeting with a prayer.

**64/18 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting especially Duncan Mills PDET CEO. Everyone present introduced themselves. There were no apologies.

**65/18 PDET STRATEGIC PLAN**

The PDET CEO explained that he already meets regularly with PDET Headteachers and Chairs of Governors, but he has extended this to meeting annually with other members of a school's governing board. He intends to visit all the PDET schools termly to meet with the HT and to meet at least annually with the Chair and HT. His aim is to move the schools closer to PDET so that the LGB's can hold the PDET leaders to account.

The PDET CEO thanked the governors for releasing the HT to support Cranford and Mears Ashby schools.

The PDET CEO explained the history of PDET and why it was set up.

He went on to say that organisations such as the DfE or Ofsted are concerned about three things. Good governance; healthy, sustainable finances and school effectiveness/school improvement. If these are in good order, they will be satisfied that PDET is providing a good enough education for its children. It is possible to deliver these within PDET's values.

A school that was already a stand alone academy has recently joined PDET because it needed the support of a multi academy trust (MAT). A stand alone academy often does not have the support it needs and this particular school decided that joining a MAT was the best way to access the support it needed.

The school pays a 5% management fee to PDET. Some of this goes towards what schools would have to pay for anyway, such as payroll, finance, legal advice and HR. Some of it is used centrally for exceptional circumstances and a significant amount goes towards school improvement.

PDET currently has 27 schools and should have 30 by January. The schools pay PDET £1,200,000 total. Of that £500,000 goes straight back to the schools for school improvement. If schools want to stay good and get better, they need

the challenge that school improvement provides.

The Chair concurred with the PDT CEO in that PDET's School Improvement Partners (SIP's) are very good.

PDET needs to listen to what their schools say and as a result has looked at school improvement and support and has improved what is offered. The SIPs provide challenge and support and PDET now offers more school improvement time to the schools that need it.

Last year, schools were asked to score the services provided by PDET and as a result some services were discontinued and some were added or changed slightly.

Spratton and Kislinbury joined in September and St Mary's, Burton Latimer joined in October. Another school will join shortly and this school, along with St Mary's are bigger (two form entry) schools. The PDET CEO explained that taking them on allows PDET to take on the smaller schools. Taking on the good schools allows PDET to take on those that require improvement.

PDET does not shy away from making difficult decisions and the PDET CEO referred to one small school which needed work doing to it and was a coasting school. DM explained the circumstances and stressed that PDET needs to bear in mind the other 25 schools in the MAT when making decisions.

The schools are PDET. There is a small central team, but the schools support each other with support from the central team. PDET needs to look after its schools' interests because if it does not the MAT will be broken up. The Regional Schools Commissioner (RSC) is happy with the current situation in PDET. PDET will meet with the RSC again in November.

The PDET CEO stated that PDET does not want to grow too quickly or allow itself to get too big and lose the sense of the family of schools. This will allow the PDET CEO and other staff to continue to know their schools. **What is too big? More than 40.** Not all church schools in the diocese have joined PDET some have joined other clusters and trusts, however PDET is an important player in the region.

The role of LGB's has changed as responsibility for many things now sits with the trust board. The LGB is a committee of the trust board and does not carry the same amount of responsibility that maintained schools Full Governing Bodies did.

PDET needs the LGB's to provide challenge because of the high number of small schools it has and these LGB's need to be left to manage their schools to shape their community. All schools have their own identity which they need to keep. The LGB should be made up of skills and stakeholders from the community, providing the community with ownership of the school.

**The whole LGB is present, two of whom have come to the end of their terms of office, but will renew their terms. Is there anything that PDET can do to recruit**

governors? Sometimes individual schools know their community better than PDET does. The PDET CEO will discuss this with the Governance Advisor and get back to the Chair. In the past the school has had quite a few people who have started as governors but cannot commit to the role fully. The PDET CEO stated that governors are volunteers and are very much appreciated. He thanked governors for their ongoing commitment as without them PDET and their schools could not do what they do. Church schools were created for their communities which is why they all have a different identity.

Governors should be able to ask what PDET does without any concerns. How does it work when applying for funding for building improvements? PDET is not in a position to make bids for growth of buildings. There will still be new schools where there is new housing development, but growth otherwise is tight. Schools can bid for CIF (Condition Improvement Fund) funding, which is limited but is for improving the condition of premises or a major issue such as a replacement boiler. Larger trusts, such as PDET are given a CIF fund of money to allocate to their schools for repairs. PDET has commissioned a company to carry out condition improvement surveys of all its schools and will then allocate the funding fairly and accordingly.

Is there anyone who questions the company carrying out the surveys? Yes, PDET trustees will challenge as will the PDET business and Finance Committee. The work went out to tender. The DfE could challenge it as could the diocese. The PDET CEO also cited the Business Interest Letters governors and trustees have to complete to acknowledge any pecuniary interest they may have.

The Chair thanked the PDET CEO for attending the meeting. The PDET CEO left the meeting.

### 66/18 ELECTION OF 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.

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 Clerk had not received any nominations for the position of Vice Chair. The Chair asked whether there were any nominations at the meeting. None were forthcoming. The Chair asked SL whether she would be prepared to take on the role. SL agreed to take the role on. It was discussed and **unanimously agreed that SL should become the Vice Chair of Governors for the next 12 months.**

**67/18 DECLARATION OF INTEREST**

None.

**68/18 ITEMS OF ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING**

None.

**69/18 MINUTES OF THE MEETING HELD ON THURSDAY 5 JULY 2018 (ENC)**

As the minutes had not been sent out with the papers for the meeting, governors **agreed to approve them by e-mail** subject to the date being amended. Clerk to amend and e-mail the minutes out to governors asking them to contact the Chair with their approval or otherwise. Chair to coordinate governors' responses.

**Clerk  
All  
Chair**

**70/18 MATTERS ARISING**

*56/18 The KCSiE Training will be taking place shortly*

*The Chair had not been able to find any face to face Safeguarding training although there is online training available. He will contact Lesley Pollard to see if she can help.*

**Chair**

*61/18 Some governors still need to add the PDET disclaimer to the bottom of their school e-mail address. The governors requested some training on Office 365 if possible.*

**All**

*There are a few updates to be made to the school's website which are in hand.*

All other Matters Arising were considered to be complete or would be discussed elsewhere on the agenda.

**71/18 HEADTEACHER'S REPORT**

**Staffing**

The HT reported that there were a couple of changes over the Summer Holiday. Sally Nicholson has left and Isobel Stevenson has joined on a one year contract to teach Year 4/5 and has settled in well. Isobel has embraced school life.

One Teaching Assistant has left to become a teacher and her initial replacement joined the school for one day and did not return. Another member of staff has now started and is a good addition to the team.

The HT thanked the DHT for taking over from him whilst he is covering at Cranford and Mears Ashby. The HT briefly explained the situation at the two schools. The situation needs to be stabilised. There is currently a part time Executive DHT at one school, but the whole team needs strengthening on an interim basis.

The DHT will be given additional time to carry out the leadership role whilst the HT is on secondment. **Will the situation be resolved by Christmas? The HT may be needed beyond then. The school's staff have pulled together to support**

## Action

the HT in his absence, but the leadership capacity at Loddington will need to be strengthened if the situation continues. PDET are grateful that the HT is helping out the two other schools. The HT stated that he would have refused to help if the school did not have the capacity to support itself.

A lot of the HT's time was taken up with one particular child. What is the current situation? There is still an element of this but the child is more settled this year. It has helped significantly, that the child's class has moved to a smaller classroom.

The Chair stated that he would be concerned if PDET thought the situation would become permanent but reassured governors that he is liaising with the PDET CEO to monitor the situation. The situation is very challenging but is manageable at the moment. He stated that three schools for one HT is too many. PDET have listened to what he has said and have agreed with him that a leadership capacity issue would be a concern picked up by Ofsted. PDET need time to resolve the situation.

Governors were very concerned for the HT's well-being. The HT reminded governors that half term would be in two weeks' time and Christmas seven weeks after half term. He added that if he felt over stretched he would talk to PDET.

A governor stated that the HT needed to be careful with what parents had been told about this situation. The HT will send out an update just before half term.

The governors stressed that the situation needed to be a temporary situation.

The non-parent governors asked to be sent the letters sent out to parents. HT to speak to the Bursar on this. The letters should also be available on the school's website. HT

### Significant Absence

None.

### CPD

The HT listed the training staff have been on and what is planned.

### Performance Management

The Performance Management process for staff has not yet started. It will be done alongside the Pupil Progress meetings.

### School Improvement Plan/School Improvement Record

The SIP has been written. The targets are written in blue typeface. The first priority is to [Develop Quality First Teaching across the school](#). All PDET schools have to concentrate on this. The school has some very experienced teachers.

[To develop secure processes that will effectively support and challenge teachers to improve outcomes for children](#). The school is looking at Pupil Progress meetings and has the data now to have purposeful conversations. Not

all children are taught by one teacher, but all children are covered at the meetings.

The HT informed governors that O Track has been updated and the Chair already has login details. Other governors will receive their details shortly.

To ensure consistently good (and increase outstanding) teaching through the development of secure baseline testing, moderation of work and understanding of whole class data and specific writing frames. The HT explained that this target is about how the children are tested. PDET want all their schools to use PUMA/PIRA testing which are very similar to SATS, however there are issues with the tests at present because of a discrepancy between the PUMA/PIRA data and the school data with no correlation between the two data sources. Eventually the data will be sent to PDET three times a year and schools will be given a baseline figure to work to. The next data point is in December.

To improve outcomes in maths and generate consistency within maths teaching. The school has pockets of really strong Maths teaching but the data indicates that teaching is not secure. This is a weakness across schools nationally. The school is looking at how staff can be supported to help the children to develop their problem solving skills.

Progress at KS2 was down slightly but it was still on track and all children are making progress. The children need to be consistent in every single area of Maths. This is on the SDP to enable it to be monitored closely. A governor stated that some parents were concerned about their child's progress in Maths. If parents have any concerns about their child they need to contact the school. There are challenges in some year groups but in others, Maths is outstanding with any aspects of weakness addressed. The HT would like to see more challenge of reasoning skills. HT and DHT are planning to carry out some lesson observations. The school is doing well in Maths compared to national, but the HT needs to highlight and rectify any areas of weakness.

The governors were hopeful that the PUMA/PIRA testing will help. The HT stated that it will identify any gaps in learning.

To implement the School Partnership Programme Phase 1 (Focus: Developing senior leaders: building the skills of peer review and follow up support at senior level). All PDET schools are now in clusters. Loddington is in a cluster with eight other schools and the SLTs will support each other. The clustering will eventually be extended to governors.

To further develop School Governance. Ensure all governors have a clear remit and responsibility and they are best equipped and trained to understand school data, leading to effective challenge and support. This will remain on the SDP as the school is always looking for new governors.

To develop a consistent approach to behaviour management and further improve parental communication. Improve outdoor learning areas for EYFS. The school needs to develop a consistent approach to this. The HT would like to keep the current outdoor area but add to it.

There are dates for these targets to be completed in the SDP and the HT added that progress will be RAG rated. **Is there a target for the new Christianity Project?** No because of the size of it. The HT will be attending some training on it shortly. The units have been redesigned and the new agreed syllabus for Northamptonshire is included. The HT will add a target for the new SIAMS arrangements.

### **Safeguarding**

All staff have received the latest Safeguarding training. The Safeguarding Policy has been updated. The HT, DHT and Safeguarding Governor need to meet.

The Chair stated that a Safeguarding concern had been raised by a child at a meeting he had attended recently. The concern had been dealt with very well.

**Number on Roll – 89**

### **Attendance**

Whole school attendance is currently 98.3%.

### **Behaviour and Racist Incidents**

None so far this term.

### **SEND**

1 x post LAC child. **What is a post LAC child?** The HT explained what a post LAC child is.

1 EHCP

1 application for High Needs Funding.

27 on the SEN register. The HT is about to review the SEN register so this will change.

### **Attainment, Targets and Predictions**

These will be finalised when the HT understands more about PUMA/PIRA and will be sent out next week.

### **Extra Curricular Activities**

The HT stated that this is currently just choir on a Monday evening. **How many children are in the choir?** 13 or 14.

### **Sports**

There is a football tournament taking place shortly and the Year 4/5 children have started swimming lessons. Bikeability training is also underway for children in KS2.

### **Visits and Visitors**

None.

The HT stated that his current Executive HT role is challenging and tiring. He added that support for the school will be strengthened during this period. **When will the other schools get charged for the HT's time?** From September.

He asked for governors to listen out for any dissatisfaction amongst parents.

### 72/18 LINKS TO CHURCH

- Last year's Year 6 children visited Peterborough Cathedral at the end of last term and other children have already visited the Cathedral again this term.
- The Leavers' Service was very emotional
- A Holy Communion service and the Harvest service have been booked for this term.
- There will be a meeting of the Ethos Committee shortly.
- The school will be participating in Operation Christmas Child again this year.
- **The Chair observed an assembly last week. Is whole school assembly being held every day? No. The HT explained that some days it is held in class with all classes holding an assembly on the same subject at the same time. The school still comes together three times a week for whole school assembly.**

### 73/18 FINANCE COMMITTEE REPORT (ENC)

The Chair of the Finance Committee reported that the meeting had discussed how the school ended the financial year and stated that the school had a surplus of approximately £50,000 some of which may have to be returned which she explained. The Bursar is looking into what the school needs to do to make use of the money. There is also some allocation of funding still to be done.

The school is going to sell one of the minibuses as it is starting to cost money and is not being used. There is still one minibus to use and whole classes can still get out using the minibus and a couple of cars.

The Finance Committee also discussed the budget in relation to the number of children on roll. There are currently 89 children on roll (NOR). The school budgeted for 90 children. The governors now need to ensure that the NOR does not drop. The Chair had drafted a leaflet to use which needs amending as it was decided not to have a specific open day. The leaflet will be delivered to as many nurseries as possible, Wicksteed Park Play Barn and several local housing developments. JW stated that there are also some places in Rothwell where they could be displayed and he will put up some posters. **Has it been looked into how much it would cost to advertise in some local media? Yes. It is £50 to advertise in one local magazine and the same for the ET online.** Ways of making the poster stand out were discussed. The governors offered to help distribute the leaflet.

All

### 74/18 RISK REGISTER

The Risk Register has been updated and it is being rolled out to other PDET schools. The governors were asked whether they disagreed with any of the scores. There was no disagreement but the Chair was asked to build in temporary headship which he will do and include under Reputation Risk.

Chair

The biggest risk currently is lack of pupils and this is being managed.

## 75/18 APPOINTMENT OF NAMED GOVERNORS – LINKED TO THE FOLLOWING AREAS (TO MEET PDET REQUIREMENTS)

Governors were asked for their areas of preference.

- Pupil Premium and PE/Sports Premium – SL
- Safeguarding – BH
- Special Educational Needs – BH
- RE, Collective Worship and Section 48 Agenda – JW
- Key Subject Areas
  - Literacy – SL
  - Maths – JB
  - ICT – JB
- Data – BH – SL
- Strategic Priorities in the Academy Improvement Plan – Full LGB
- Training – BH will maintain the spreadsheet.
- Health and Safety/Premises – BH and JB

The Chair asked the HT and DHT to share their calendars for when they are doing book reviews. Governors were asked to be proactive and contact the staff to arrange to visit the school. The HT stated that the timetable for staff observation and book scrutinies etc needs to be finalised before half term.

## 76/18 MEMBERSHIP OF COMMITTEES

Committee	Governors	Meeting Demands
Performance – Curriculum/Data	SL and BH	Termly
Personnel/Staffing	BH, JW	Ad hoc
Finance	SL, JB, BH, NA, HD	Termly
HT Performance Management	JW and JB	Twice a year.

Any statutory pay increases have to be factored in to the school's budget. Any increases due to performance management have to go through the Personnel/Staffing Committee. For recruitment, the HT has to submit a form to PDET. Governors should be involved in staff recruitment.

## 77/18 AGREE OBJECTIVES FOR LGB

The Skills Audit shows that the LGB needs to develop some areas which are listed below.

Governors' experience of chairing a meeting  
 Analysing data  
 Knowledge of the local/regional economy  
 Knowledge of the short and long term priorities of the school

Lots of areas of concern have already been covered.

The governors need to revisit the ethos of the school again and ensure that the strategic plan still heading in the right direction.

**78/18 POLICIES**

Admissions and Safeguarding are both PDET policies which cannot be altered although the Safeguarding Policy has been modified to fit the school. Governors **agreed to ratify** them both.

Who is responsible for changing the information on the school’s website? The Chair.

HD left the meeting.

**79/18 GOVERNOR ISSUES**

**Pecuniary Interest Letter**

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

**Code of Conduct**

All governors present signed to say that they had read and would adhere to the Governors’ Code of Conduct.

**Governor Meeting Dates**

For information only.

**Governor Vacancies** – See also Item 65/18. The LGB needs to recruit more Foundation Governors before more Parent Governors can be recruited. There is a New Parents meeting later this week where governors could be recruited.

Does the HT interact with FOLS regularly? Yes. A governor had offered to help out with FOLS events but had not heard from them. The HT stated that FOLS is well supported.

**Governor Visit Reports**

None.

**35/18 ANY OTHER BUSINESS**

None.

**36/18 DATE OF NEXT MEETING**

Thursday 6 December 2018 at 7pm

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

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

## ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 259 65/18	PDET CEO to discuss the lack of governors across the community and report back to the Chair	<b>PDET CEO</b> to discuss as soon as possible and report back to <b>Barry Hansford</b> .
Page 260 69/18	<ul style="list-style-type: none"> <li>• Clerk to amend the minutes and circulate to governors for their approval or otherwise. <b>Complete 8/10/18</b></li> <li>• Governors to e-mail their approval or otherwise to the Chair.</li> <li>• Chair to collate responses.</li> </ul>	<b>Clerk</b> as soon as possible  <b>All</b> as soon as possible  <b>Barry Hansford</b> once all the responses have been received.
Page 260 70/18	<ul style="list-style-type: none"> <li>• Chair to contact Lesley Pollard regarding Safeguarding Training.</li> <li>• Any governors who have not added the PDET disclaimer to the end of their school e-mail addresses to do so.</li> </ul>	<b>Barry Hansford</b> as soon as possible  <b>All</b> as soon as possible
Page 261 71/18	HT ensure that non-parent governors are sent all letters sent to parents.	<b>Neil Aiken</b> as soon as possible
Page 265 73/18	Distribution of leaflets.	<b>All</b> as soon as possible
Page 265 74/18	Chair to update the Risk Register.	<b>Barry Hansford</b> as soon as possible

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