

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 5 JULY 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)	✓	
Helen Dowsett (AHT)	✓				

SIP	Action
49/18 PRAYERS	
JW opened the meeting with a prayer.	
50/18 WELCOME AND APOLOGIES	
The Chair welcomed everyone to the meeting. There were no apologies.	
51/18 DECLARATION OF INTEREST	
None.	
52/18 SAFEGUARDING	
To be covered in Item 56/18 Headteacher's Report.	
53/18 ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE MEETING.	
<ul style="list-style-type: none"> • Parental Complaint • PDET Newsletter 	
54/18 MINUTES OF THE MEETING HELD ON THURSDAY 17 MAY 2018 (ENC)	
It was agreed that the Chair could sign both the minutes and the confidential minutes as a true and accurate reflection of the meeting. They were given to the HT to file.	
55/18 MATTERS ARISING AND ACTION TEMPLATE	
<p><i>40/18 The Chair has spoken to the Chair of Pytchley governors who did not feel that at this moment it was possible to have Loddington governors attend their meetings as observers.</i></p> <p><i>The parental survey has been collated and there was a huge range of expectations of parents. There will be changes made to homework in September and the type of books that will be used has already been finalised.</i></p>	

SIP		Action
	<p><i>What about the books used at the moment? The CGP grammar, spelling and Maths books will no longer be used. They are however available online for parents to buy. When the new homework policy is set, the parent governors stated that they would appreciate some guidance on what other books they could use to support their children. The HT recommended the CGP books. Links to resources would also be very helpful on the school's website. Are CGP books still used in school? They will be used in Year 6. The new homework system will be launched in September and staff will provide parents with some sort of guidance of what is expected of their child depending on the year group.</i></p> <p><i>The situation keeps changing with PDET about what they want to do with their schools' websites. Therefore the school is having a new website built at no cost to the school. The front page will be simpler and will take on board comments from the parent website survey. The information on the website will be similar to that on the current website.</i></p> <p><i>JB is still to complete her skills audit. This is now underway. Carried forward.</i></p> <p><i>47/18 The Chair and HT will meet in the next couple of weeks to discuss the way forward with marketing the school. They know what they want to do. The AHT and bursar will be also be involved in these discussions. They will be looking at holding an open day with a view to holding one in September or October. They will also be looking at effective use of Facebook.</i></p> <p>All other matters arising were either considered to be complete or would be discussed elsewhere on the agenda.</p>	<p>JB</p>
	<p>55/18 FINANCE COMMITTEE 17 MAY 2018 (ENC)</p>	
<p>1.1</p> <p>3.2</p>	<p>The meeting discussed the number of children on roll and the effects this can have on the number of teaching staff. The number on roll is very flexible at present, but the HT is hopeful that it will be sufficiently high enough for the GAG census in October. The governors need to monitor the school's spending in relation to the number of children on roll especially in relation to the Five Year Plan.</p> <p>The budget has changed because pupil numbers are key to the school staffing structure which will need to change because the school has had a late request for resignation to leave at the end of the year. Early release agreements have been agreed for the staff concerned. The HT is working hard to secure an as strong as possible staffing structure for next year and to make it affordable. The new structure will be announced to parents on Friday.</p> <p>The HT is meeting with a very experienced KS2 teacher on 6 July who will hopefully take the Year 4/5 class with the Year 6's being taken by Miss Cook and Mr Kessell taking the Year 2/3 class. With the new member of staff, there is potential for a very strong team. Mrs Dowsett will continue to teach Maths across Years 1-5.</p>	

SIP		Action
	<p>Will the HT need to formally interview the new teacher? No. As it is for a temporary contract all the HT needs to do is ascertain that the person is suitable for the post. What about Safer Recruitment? The full process will be gone through with full DBS clearance required. The teacher is known to the HT, comes highly recommended and would be a good appointment. How long can a temporary contract last? The HT is looking to secure the teacher for a year. Is Mr Kessell still on a temporary contract? Yes, technically but next year will be his second year. The HT was pleased that Mr Kessell will be teaching the Year 2/3 class as it will provide the children with some continuity.</p> <p>Will the prospective new teacher be concerned by a temporary contract? No. The only concern that the Finance Governors had was the new teacher's salary however the HT assured them that it would be manageable.</p>	
	56/18 HEADTEACHER'S REPORT (ENC)	
1.3	<p>Staffing – Already discussed. See Item 55/18.</p> <p>Significant Absence A member of staff has been signed off until September with a knee injury. His before and after school commitments are being covered by existing staff. Are staff happy with covering for the member of staff? Yes, they are being paid to cover. Staffing ratios are being maintained.</p> <p>Safeguarding There have been two concern forms completed both of which have been resolved although the school is monitoring one.</p> <p>The latest version of Keeping Children Safe in Education (KCSiE) comes into effect on 3 September. PDET has just circulated another document called Working Together to Safeguard Children (WTSC). Staff will have KCSiE training at the training day in September and WTSC training will be included in the day.</p> <p>The Chair reminded governors of their responsibilities to Safeguarding. It is governors' responsibility to ensure that the relevant policies are in place. The Chair will talk to the HT and organise some training for governors. KCSiE puts greater emphasis on governors holding the school to account on Safeguarding. The Chair needs to do refresh his Designated Safeguarding Governor training and is looking for some to do. He will be receiving some Safeguarding training through his other governance role.</p> <p>A governor stated that she was let in this evening by the cleaner who did not challenge her. The Clerk now also needs to be DBS checked and will contact the bursar to arrange this. The Clerk will then make her DBS check portable.</p> <p>CPD Lots of CPD has taken place throughout the year. The Chair and HT need to get to work on the school's policies. The Curriculum policies have been refreshed and good headway has been made with the Action Plan. There is now an Action Plan for Subject Leadership.</p>	<p>BH/HT</p> <p>BH</p> <p>Clerk</p>

SIP		Action
3.2	<p>Performance Management The HT's mid year review has been completed. His Performance Management meeting will take place next term where the school's SIP will be present. The HT reported that performance management for both teaching and non-teaching is on track.</p> <p>School Improvement Plan/School Improvement Record</p> <p>1.2 1.2 Work with other schools to ensure accurate assessment in core subjects. There has been lots of change and development this year with the key area, the Schools Partnership, continuing through to next year. The school has been placed in a cluster with Isham; Cranford; Mears Ashby; Cottingham; St Andrews, Kettering; St Mary's, Burton Latimer and Pytchley. The cluster schools will be expected to nominate candidates from each of their schools to review and visit other schools. The candidates will be able to observe staff. Will it always be senior staff? Generally speaking yes, although an outstanding teacher could be used as an ambassador (mentor). The school has linked up with other schools in the past with varying degrees of success. This scheme is being driven by another company brought in by PDET. Senior leaders will be trained to go into other schools to observe their staff. The HT's will decide amongst themselves where the areas to target lie.</p> <p>The Chair stated that when governors start to look at the strategic plan they will see that PDET is starting to look at using the cluster system for governance. The cluster system is about supporting each other.</p> <p>2.5 2.5 Introduce Well-being monitors and a monitoring system to measure impacts. Well being monitors will be covered by the partnership programme. The clusters will also look at buying in some standardised testing to submit to PDET for analysis.</p> <p>Well-being monitors has not had the same impact as it was the wrong right time to introduce it. It is an easy tool to use. Does the school have any well-being concerns? Yes, but they are being addressed. This system is particularly about children supporting each other. There are some children who are particularly vulnerable. Is this special to Loddington? No it is an issue across all schools.</p> <p>The improvement plan headings will change next year.</p> <p>3.2 3.2 All teaching to be good or better across all subjects. At least 60% of teaching to be consistently outstanding. There are reasons why this was not achieved. The HT is confident that it will be achieved in September.</p> <p>3.4 3.4 Subject leadership and middle leadership to be reviewed in order to allow for coaching, monitoring and a more direct impact on Teaching and Learning and also to produce a curriculum that is balanced, motivational and exciting. There is still lots still to do on this and some more will be done towards it over the summer holiday. The HT will be spending some money on some quality display materials.</p>	

SIP		Action
4.4	<p>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. The school has the capacity to develop speech and language. Does the school have any children who do not have English as their first language? No.</p>	
6.1	<p>6.1 Start to implement the new Christianity Project. The HT has applied to do the training.</p> <p>The above targets will be carried over. However lots has been achieved. Next year the school will ensure that what has been put in place is embedded. The new plan will focus on Quality Teaching and Learning and Leadership and Management. The HT is waiting for the SATS results before he starts to work on next year's Improvement Plan.</p> <p>Number on Roll Currently 94. The HT is hoping for 95 in September although he is aware of some more movement in that number. The number of children on roll should start to climb again after next year. There have been families move in and out of the area. Parents also think very carefully about their secondary school choices and the school that Loddington feeds into is having issues at the moment. The staffing structure shows that the school provides a good service for its children. Is it always the HT that shows prospective parents around? Yes if possible.</p> <p>When is the crucial date for next year's funding? October. The school needs to keep a close eye on pupil numbers.</p> <p>At the new parents evening, one parent raised the fact that they might be moving out of the area. Can they stay at the school? Yes. So far the family has not withdrawn.</p> <p>Attendance Attendance is currently 96.3% which is above target.</p> <p>The school is continuing to work with the parents of children in Year 5 although the number of exclusions in the year group have had a marked effect on their attendance. How many children are there in Year 5? Eleven.</p> <p>Exclusions There have not been any exclusions since the last LGB meeting. Behaviour has been fairly good despite the hot weather. Staff have been applying the Behaviour policy. The children are coping well with the hot weather.</p> <p>Behaviour and Racist Incidents There have been no racist incidents.</p>	
1.5	<p>Special Educational Needs EduKey has been updated. Staff can populate their own IEP's and have had some success with the targets set on them which have been discussed and reviewed with parents last week.</p>	

SIP		Action
1.5	<p>There are some children with very high and complex needs and they need to be supported in the best way poss. The school will lose several children next year who are eligible for HNF (High Needs Funding) which will impact on the budget. The more successful the school is with children the less funding it will receive.</p> <p>The Chair attended a review meeting this week which was very complex. He observed that the school is working very closely with the local authority and other professionals from expert bodies. The parents are starting to engage with the school. The Chair added that he could see that the needs of the child were being put at the centre of the meeting. The meeting was very professionally managed, but frustrating at times.</p> <p>Attainment Targets, Predictions and Results</p> <p>4 The HT did not have any progress data. He will look at the progress made by the pupils once the SATS results have been published.</p> <p>88% of children achieved GLD. One child more than expected. The children who did not achieve it have significant speech and language issues.</p> <p>80% of children in Year 1 achieved their Phonics test. The HT explained that the school was given a child by Admissions who is included in the school's data despite only being taught by the school for two days. 88% of the children who started Loddington in Reception passed their Phonics test. The HT explained how the tests work. All schools do the same tests which are subject to the same security as the SATS papers. 80% will be close to the national average.</p> <p>Year 2 Results</p> <p>There has been some significant mobility in this year group since the targets were set. The Greater Depth figures are very pleasing and above predicted. The pupils' work was externally moderated.</p> <p>Year 6 Teacher Assessments</p> <p>The Teacher Assessments look very pleasing. Hopefully the children will do themselves justice. About 25% of the pupils achieved Greater Depth. The SATS results will be published on 10 July when the children's progress data will also be processed.</p> <p>Has the school considered entering 500 Words? No.</p> <p>Years 1, 3, 4 and 5 Data</p> <p>The Chair and HT have met with the school's AIO (Academy Improvement Officer). The Chair added that there is an academy improvement document. The AIO has looked at the school's data and also looked at other results. The Year 1 results demonstrate improvement based on targets set in September. The Year 3 results are not meeting the targets set but they have shown a big improvement. This year group has a high percentage of SEN children. The HT was not sure whether O Track data was entirely accurate but this is being looked at. When will the results go on to O Track? At the end of the year.</p>	

SIP		Action
2.2	<p>The Year 4 outcomes have been met with the exception of Reading and Writing as there are some issues with Greater Depth. The year group has some children who are capable of achieving Greater Depth which the HT is currently investigating.</p> <p>Year 5 outcomes show significant improvement. Their targets have been exceeded. Their progress is good even if they are not at ARE (Age Related Expectations).</p> <p>The AIO had stated at their meeting that the school has had a successful year. She was happy to still consider the school as a 2 (Good) and has the capability to move forward. The Chair had found the meeting very reassuring.</p> <p>Extra Curricular Activities The children really enjoyed the clubs that have taken place this year.</p> <p>The HT added that Gardening Club is now struggling because of the hot weather. Clubs will start again in September and carry through until the evenings draw in when they will start again in the Summer Term. Why will they stop over the winter? The HT stated that the Spring Term is crucial for staff to concentrate on Teaching and Learning.</p> <p>From a parent's point of view, three weeks of Gardening Club was a disappointment, but the governors understood the HT's reasoning. Is there any way of exploring non staff who could go into school and run the clubs? The HT wants high quality clubs with impact and by using non staff there is a risk of a lack of commitment. There should be a greater variety of clubs offered next year. The externally provided clubs will continue to run throughout the year. Clubs make a massive difference to the chn. What's the DHT's opinion on them? The DHT has a member of staff in to help her out. She enjoys running her club but it is a drain on time. Would the HT consider paying people to run clubs and charging parents? No, the clubs need to be accessible to all children. Could PP money be used to support those families who are eligible? Yes, but not all families in need financially are eligible for PP funding. Could Sports Premium funding be used for clubs. No because it is not possible to use the funding to pay salaries.</p> <p>Sports The children have been very busy. They have done well at TAG rugby and attended multi skills today. The Year 5/6 children are having swimming lessons and they are thoroughly enjoying them.</p> <p>The minibus is a bonus.</p> <p>Visits and Visitors There have been no specific visits or visitors.</p>	
	57/18 LINKS TO CHURCH	
6	The Pentecost Holy Communion service took place on 18 May and the Leavers Service will take place on the last day of term.	

SIP		Action
<p>6.1</p> <p>1.1</p>	<p>The Year 6 children will be visiting Peterborough Cathedral shortly.</p> <p>The Ethos Committee have met recently and some very positive things have come out of it. JW agreed that the meeting was very positive. There were lots of ideas from the children.</p> <p>The school needs to get the children more involved in formulating their prayers. The school prayer is said at the start of the day and grace is said before lunch. What about those children who have packed lunch? The HT is currently working on all children saying grace before their meal as currently there are some children who miss it.</p> <p>One of the criticisms of the last SIAMS visit was that governors were not ensuring that the Christian ethos was fully embedded in the school. Governors need to ensure that the Christian ethos is being upheld. Governors were invited to attend collective worship on any day.</p> <p>JW had attended the new SIAMS framework training. He stated that the standard has been raised significantly on what they are looking for. Schools need to encourage their children to think about the big questions. This has worked well in Year 5/6 class but it now needs to carry through to the younger classes.</p> <p>As the school's last SIAMS inspection was in 2016 the school will have time to get the framework right before its next inspection. Can governors attend SIAMS training? Yes.</p> <p>What did the Ethos Committee come up with for prayers? Some children do now relate their prayers to the school's values and are thinking more about what prayer is. They can now think more about their prayers and the school now has a book for children to write their prayers in. Some of the prayers are selected to be read out. Does the writing a prayer down take away the spontaneity? It could do but the children have access to the prayer book all the time. The prayer book has given children the confidence to say a prayer.</p> <p>A governor stated that she had not really seen the Christian distinctiveness of the school during her children's time at the school. The children do talk about the care and love that they see and want to try to include new children. One of the things the Chair was impressed by with the children was the way they support each other. Governors could test this by asking the children when they visit the school.</p>	
	<p>58/18 PDET STRATEGIC PLAN</p>	
	<p>The Chair summarised the plan and suggested inviting PDET to the next meeting to explain it in more detail. The governors discussed and agreed to invite the PDET CEO to the next meeting.</p> <p>The plan is very comprehensive advocating strong and effective governance at all levels. Governing boards need the appropriate strengths to hold PDET to account. PDET has a Governance Committee that looks at governance across their schools</p>	<p>BH</p>

SIP		Action
	<p>PDET is looking to devolve governance at LGB level and as such the schemes of delegation are being reviewed. PDET is looking at developing training and induction for governors and also at where governing boards require support is needed. They are also looking at a cluster system for school governance. Governing boards, like schools will need to work together to support each other.</p> <p>PDET is looking to increase its financial sustainability. Possibly by centralising some things such as a central bank account. The benefits to centralising would be economies of scale and increased bank interest. The fear would be that the schools would have their money taken away. This would not be the case. PDET wants to increase its financial stability. The school's bank account is a subset of PDET's account. All schools would still have to set their own budgets but would need to provide more clarity. PDET is keen to stress that it is not trying to asset strip its schools.</p> <p>When a bursar leaves there is no longer automatic replacement, the schools are all looking at alternative ways of doing this and one of the ways is to define the roles of school admin teams more clearly so that the bursar only undertakes financial matters and another administrator undertakes all the other roles.</p> <p>The strategic plan is taking a measured approach to centralising services.</p> <p>What is the PDET CEO like? He is not scared of making difficult decisions and is very focussed on the business side while ensuring that the education of the children is at the heart of the trust's plans.</p> <p>The AIO's are very good and are keen to develop succession planning for staff and governors. Could a request for governors, parent or otherwise, be sent out to new parents in the information that they are sent? Yes. The school could also ask the parents who attend church if they want to become Foundation Governors. The Chair informed the meeting that he is aware of someone who is interested in becoming a governor but he is waiting to hear from them. The governors questioned whether the governing board would be balanced if it was entirely made up of parents. The Chair cited the Trojan Horse case in Birmingham.</p> <p>JB left the mtg.</p>	
	<p>59/18 POLICIES</p>	
	<p>Approval of all HR pols on the PDET website. The policies have been approved by the unions. Governors unanimously approved the policies.</p> <p>JB returned to the meeting.</p>	

SIP		Action														
	<p>60/18 GOVERNOR ISSUES</p> <p>Governor Meeting Dates</p> <table border="0"> <tr> <td><u>LGB</u></td> <td><u>Finance</u></td> </tr> <tr> <td>Thursday 4 October 2018</td> <td>Thursday 4 October 2018</td> </tr> <tr> <td>Thursday 12 December 2018</td> <td>Thursday 2 February 2019</td> </tr> <tr> <td>Thursday 7 February 2019</td> <td>Thursday 16 May 2019</td> </tr> <tr> <td>Thursday 21 March 2019</td> <td>Thursday 4 July 2019</td> </tr> <tr> <td>Thursday 16 May 2019</td> <td></td> </tr> <tr> <td>Thursday 4 July 2018</td> <td></td> </tr> </table> <p>The Chair will be away for the February meetings however it was agreed that the meetings should still go ahead.</p> <p>Governor Vacancies – Already discussed. See item 58/18.</p> <p>Governor Visit Reports – None.</p>	<u>LGB</u>	<u>Finance</u>	Thursday 4 October 2018	Thursday 4 October 2018	Thursday 12 December 2018	Thursday 2 February 2019	Thursday 7 February 2019	Thursday 16 May 2019	Thursday 21 March 2019	Thursday 4 July 2019	Thursday 16 May 2019		Thursday 4 July 2018		
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	<p>61/18 ANY OTHER BUSINESS</p>															
	<p>PDET Newsletter</p> <p>PDET send a regular newsletter out to its schools which comes directly from the PDET CEO. It was agreed that governors should be sent the newsletter.</p> <p>PDET now has membership of the NGA for its schools. Once it has been finalised, governors will be able to log in and use it.</p> <p>Governor e-mail Addresses</p> <p>E-mail addresses for all governors are underway. A disclaimer will need to be included on all e-mails. The HT now needs to put his out of office message on his e-mails if he is out of the office. The Chair will e-mail the disclaimer to the governors.</p> <p>Website</p> <p>PDET is working on GDPR and has a Data Protection Officer. The school is required to have a nominated person who is the school administrator.</p> <p>The Chair will check that website is up to date shortly.</p> <p>The Chair reported that the PDET catering contract has been awarded again to ABM on the condition that they improve the standard of their food and improve communication. The contract will be for three years. The appointment of ABM will mean little change for the school.</p> <p>The Chair had received a complaint about the school which he has investigated thoroughly and is now considered to be complete. His response has been sent to the complainant who had five days to take the complaint further but nothing has been received.</p>	<p>BH</p> <p>BH</p>														
	<p>62/18 DATE OF NEXT MEETING</p>															
	<p>Thursday 4 October at 7.00pm</p> <p>The Chair thanked governors for attending and closed the meeting at 9.23pm.</p>															

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 247 54/18	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 248 56/18	<ul style="list-style-type: none"> • BH and HT to organise some KCSiE training for governors. • BH to attend Safeguarding Governor refresher training. • Clerk to arrange her DBS check. Complete 5/9/18 	Neil Aiken and Barry Hansford as soon as possible Barry Hansford as soon as possible Clerk with immediate effect.
Page 253 58/18	BH to invite the PDET CEO to the next meeting. Complete 10/7/18	Barry Hansford as soon as possible
Page 255 61/18	<ul style="list-style-type: none"> • BH to e-mail governors the disclaimer to put on the bottom of their governor e-mail address. • BH to review the school's website to ensure it is up to date. 	Barry Hansford as soon as possible Barry Hansford as soon as possible

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