

**LODDINGTON CEVA PRIMARY SCHOOL  
MINUTES OF THE LOCAL GOVERNING BODY MEETING  
HELD ON THURSDAY 3 OCTOBER 2019 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) Sophie Lewis (SL)	✓ ✓	
Jo Bennett (JB)	✓				
Helen Dowsett (AHT)		✓	<b>In Attendance</b>		
Barry Hansford (BH)	✓		Liz Redden (Clerk)	✓	

**Action**

**43/19 PRAYERS AND REMINDER OF CODE OF CONDUCT**

**Prayers**

JW opened the meeting with a prayer.

**Code of Conduct**

The Chair reminded everyone of their responsibility to uphold the PDET Governors' Code of Conduct.

**44/19 WELCOME AND APOLOGIES**

The Clerk welcomed everyone to the meeting. There were no apologies.

**45/19 DECLARATION OF INTEREST**

None.

**46/19 ELECTION OF CHAIR AND VICE CHAIR (ENC)**

The Clerk had not received any nominations for the position of Chair. She asked for any nominations at the meeting. SL and JB cannot be Chair or Vice Chair because they are both elected parent governors. NA and HD cannot be Chair or Vice Chair because they are members of staff.

BH was happy to continue as Chair for this year but reminded governors that he intends for this to be his last year. He would like to work with the HT to get more people from the local community involved with the school.

**Therefore, it was proposed and seconded that BH should continue as Chair for this academic year and JW should become Vice Chair.**

The Chair summarised the new governance model.

There are 31 PDET schools. Ofsted have changed the focus of inspections so that the Board of Directors is accountable in law for their schools. They are responsible for the finance and data of their schools. The directors will be the ones who talk to Ofsted about data and finance.

HR issues are dealt with by the Central Team with some authority delegated to the HT. Headteacher's performance management is delegated to the Central Team with some input from the Chair of the AGC. The Chair's role has changed from holding the HT to account to becoming a critical friend. Governors need to support, question and monitor the school, ensure that all Safeguarding

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documents and procedures are in place and being followed, ensure that the Christian nature of the school is being met under SIAMS and make sure the school is Health and Safety compliant. The governors could go to the directors if they thought there was a problem in the school in accordance with the Nolan Principles.

The governors need to decide what the AGC does as a committee.

The HT added that governors' responsibility as far as Ofsted is concerned has changed and they will no longer be required to have an in depth discussion with them. That is now the responsibility of the trust and the Central Team. Governors will be required to speak to Ofsted but it will be related to the community and not the data or finance. Governors will be expected to know about the school's data and finances but not in as much detail. They will still need to monitor Pupil Premium and Sports Premium and are required to set the Vision and Values of the school within the Vision and Values of the trust. The school's Vision is on the agenda for this meeting and governors were reminded of it.

Governors need to decide whether they need to review the current school ethos and vision. The HT stated that he has just consulted on this. The ethos should reflect what the school does. The children should live their values. A review of the school's Vision and Values is on the Academy Improvement Plan.

The Chair had spoken to the PDET CEO recently about the possibility of an Executive AGC should the Headteacher be confirmed in post as an Executive Headteacher of another school. He is presently acting Exec Head of Loddington and Mears Ashby. Should this position continue or change as outlined below, the CEO felt that a combined AGC would be the correct way to proceed.

Also, the HT at Pytchley is retiring and the possibility of linking the two schools has been raised. The trust feels that Pytchley and Loddington are very much aligned and have a similar feel to them and the possibility that the schools could go to having a Head of School each with an Exec Head could be explored. The Chair stressed that nothing is likely to happen until the summer. **How does the HT feel about this? The HT knows nothing about Pytchley Primary.** He would not be Exec Head of three schools. The HT felt that the school coasted a little last year, he clarified what he meant by this and assured Governors that while results had improved they were not as robust as he would like. There is nothing definite yet and things may change.

It has been possible to provide an additional teacher because of the work the HT is doing at Mears Ashby however the situation is not sustainable. He currently spends slightly more time at Mears Ashby because of their imminent Ofsted inspection. Once their Ofsted Inspection has taken place, he will be able to spend more time at Loddington.

**Will the additional teacher in English only be for 12 months? Yes, she only has a one year contract. It will depend on the state of the school's finances at the end of the year and whether there are any changes in school funding, or the school has more children, on whether it will be possible to extend her contract.**

**Deleted:** The school's AGC is very strong and is fully aware of the school's finances and data. It is the strength of some of the schools governing boards that led to the recent review of governance.

**Action**

A governor commented that it must be hard for HT's as they are trained to teach not in finance. The HT stated that they do now have finance training as part of their NPQH and from PDET.

**47/19 NEW PDET STRUCTURES FOR GOVERNANCE – FEEDBACK FROM THE MEETING HELD ON 25 SEPTEMBER**

The Chair explained that with the change in the role of governors, governors need to look at the make up of the AGC and also the roles of Chair and Vice Chair.

Option 1 requires a minimum of six people: two Parent Governors, one Staff Governor, one Church Governor and two Community Governors. Option 2 has eight people: two Parent Governors, two Staff Governors, two Community Governors and two Church Governors. Option 3 also has eight people: two Parent Governors, two Staff Governors, three Community Governors and one Church Governor.

The HT felt that more people would be interested in taking on the new governor job role because it focuses more on the community, what is being taught and the safety of the children. HT's are challenged on data and finance and PDET will attend inspections to answer any questions on data from Ofsted. The HT feels that he is getting to know more people in the village community and could approach some of them to become governors.

The governors discussed their options:

- With a committee of six it will still be possible to co-opt members to some roles.
- If the governors went for Option 1 Mrs Dowsett would not be required to attend meetings. She is important to the school and being on the AGC strengthens that. **NA**
- Option 2 allows for expansion. However the second staff member would have to be elected. The HT was asked to ask staff if they would like to become a staff governor.
- Governors would like to aim to have an Option 2 AGC model in place by the end of the year to allow for representation across the community.
- If two schools have an Exec Head, the joining of the AGC's could take some time but could allow for a larger AGC with equal representation from both schools. **All**
- Governors were asked to refer people to the Chair or HT if they were interested in becoming a governor.

The governors discussed and agreed to go with Option 2 to provide some flexibility in the number of Church and Community Governors (a Community Governor could also have a link to the church). The Chair reminded governors that everything could change if the AGC was to merge with another AGC. **All**

Governors were asked to go through the New Model of Governance document circulated at the meeting, prior to the next meeting.

**48/19 APPOINTMENT OF GOVERNORS FOR KEY AREAS OF MONITORING**

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### Safeguarding

The Chair and JB to do together with a view to succession planning. JB to do the training this year in preparation for next year. The HT has a high level of focus on Safeguarding at the moment and stated that the current situation is quite complex and that he appreciated the continuity. The Chair stressed the level of confidentiality required for this position.

### SEND

SL offered to do this role and will speak to the SENDCo about the role and work closely with her. The Chair stated that the SEND Governor is also invited to various in school meetings.

### Pupil Premium (PP)

**What does the role involve?** The governor would need to monitor what the school is doing to support the children eligible and make sure that the intervention put in place for them is effective. The HT stated that there are only six or seven children in the school eligible for PP. **Is the reason that there are fewer children lower down the school who are eligible because have not received a diagnosis of anything?** No. PP is related to deprivation. There are some parents who will not sign up for PP. JW agreed to do this role. He will need to liaise with the HT, DHT and Bursar.

### GDPR

SL and JB to do together. **What does the role involve?** Sophie in the office is the school's contact. The GDPR Governor would need to monitor the application of the school's suite of GDPR policies and monitor their implementation. They would need to ensure that the school is doing what it should be doing.

The governors would like an audit document similar to the one used to monitor Safeguarding to ensure that the school is doing what it should be. The HT and Chair gave governors some examples of breaches of GDPR.

The Chair stated that governors will still need to carry out governor visits and check the school's website.

Is the website for all the schools still going to happen? It will, but it will take about 12 months. The trust needs to get its own website sorted out first.

At the last meeting, the HT said that he would share with governors the best time to visit the school. Now that the timetable has settled down the HT and DHT are carrying out observations and book scrutinies. He stated that now would be a good time for governors to visit the school.

### 49/19 VISION AND VALUES

Had two consultation meetings. The HT stated that both the Mears Ashby staff and the Loddington staff came up independently with the same biblical quote from, John ch10 v10, "I have come in order that you might have life – life in all its fullness.". **Is that the ethos of the school?** It is set out in the curriculum intent documents. Staff chose this overall statement so that the children will be given a

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broad and balanced curriculum to enrich their lives. The school needs to enable the children to grow, learn, develop and thrive.

The Chair stated that the school's Vision and Values should be set by the whole school community including parents, staff governors and pupils. There has been no governor involvement yet and it is clear in the terms of reference from PDET that the AGC should set the Vision of the School.

The HT stated that governors are being consulted at this meeting and parents will be consulted at the forthcoming parents' evenings. **Will it be mentioned to parents before the parents' evenings? Yes.** The school's vision will tie in with its ethos. The children will need to be guided by staff.

Staff need to grow the children's spiritual and emotional development.

A governor was concerned about the full passage that the quote is taken from and asked whether it is really relevant? The HT stated that schools were advised to look at the quote in the general context but it was not essential. If the quote is being used as a quote to support the ethos of the school, the children need to understand it. The HT stated that the children are on this earth not to have a different agenda for themselves, they need a more holistic agenda and a full and enriched life. He had discussed it with the SIAMS Advisor who had advised the school to look around the quote. JW stated the quote emphasises the breadth of life and it encompasses every part of life. The governors discussed whether it needed a supporting statement with it and decided that it would be helpful to put it into context. By putting the rationale in it will help parents to see the school's reasoning behind the quote. **Is the school using the quote because it is popular? No, the school was one of the first to use it.** Staff read around several quotes which could have been used and decided that they were inappropriate.

Would it be helpful for the ethos committee to meet? The HT was concerned that this would narrow the discussion down. The Vision and Values will also need to be discussed with the EYFS and KS1 children.

The Chair read out the school's current ethos, vision and values and governors were keen to keep the values and the ethos statement. By putting God into the ethos statement and it links very closely to the PDET vision.

**Why is the school looking at changing them? They are at least five years old but PDET have asked their AGC's to review them.**

Governors need to take part in the consultation and will be given the same information as the parents. The parents' evenings are on 6 and 7 November. The Chair will try to attend at least one of the meetings to talk to parents and ask them what they think. There will be some views from the children by then which will be on display. Parents will also be able to comment and add statements. The results of the consultation will be sent back to governors either via Governor Hub or at the next meeting.

The Chair asked for any further comments. None were forthcoming.

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The HT added that the school's ethos is how you see it sitting in the local community. A broad education is important, not just English and Maths but the foundation subjects also. The school's curriculum intent needs to be clear and fit with the school's ethos. The AGC needs to make the final decision on the ethos because if it does not agree with it the governors will be unable to support the school.

### **50/19 ACADEMY ON A SHEET (INCLUDING STAFF AND CLASS ORGANISATION UPDATES) (TO FOLLOW)**

The HT needs to clarify what can and cannot be included in Academy on a Sheet (AOS). He explained that AOS is the first part of the AIR (Academy In Report) which he is required to complete and submit to the Central Team. The HT will aim to complete one for the next meeting.

All Pupil Profile meetings have been completed and staff have identified the children requiring support with the help of the SENDCo. **Does any of the new intake have any SEND? No.** The HT has accessed Group Call which provides an analysis of the school compared to the other schools in PDET.

Whole School Attendance at the end of the academic year was 95.9% which is below where he would like it to be. However there are some low attenders who, when removed from the data, whole school attendance increases to 97%.

There has been an error on Group Call which meant that the HT could not provide governors with the current Whole School Attendance percentage.

The HT listed the current staffing structure. Mrs Reneerkens has resigned to take up a new venture taking part in funeral services. This creates another opportunity to look at the school's staffing structure with budget implications. The more teachers a school has the fewer TA's required. A governor commented that the TA structure in the school is good which is why some families have moved from other schools.

The new co-ordinator of the Breakfast Club and Afterschool Club has made a great start.

### **51/19 PROGRESS AGAINST ACADEMY IMPROVEMENT PRIORITIES 2018-2019**

The Vision statement and school ethos are already out for consultation (See Item 49/19) above.

Much of the AIP is directed by the Central Team. However they are rolling out some very impressive training to enable schools to achieve their AIP. The governors were pleased to hear this. The training is already starting to take place so that it can impact as soon as possible on the academic year.

The HT will send the new AIP to his Academy Improvement Partner to check and then send to governors. He has spent lots of time working on the target for improving the quality of Teaching and Learning which is now all about the intention, implementation and impact of the curriculum. In order to do this, some traditional teaching methods have been reintroduced. The HT stressed that what

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the staff are teaching has not changed, but how they teach it has. **What can governors learn from this?** Children have been taught by various different methods over the years but the method being used now is very focussed. Adult led teaching is a big focus in EYFS.

Reading is a big focus and the HT has looked at how reading and Phonics are taught. Phonics is taught really effectively using key books that support the home readers. The HT wants to buy more books to support children's progression. All the children are now tested using a reading age test. They are no longer withheld by the colour (stage) of the book. Staff need to look at developing the suitability of the book to the child. **Has the school looked at accelerated reader?** Yes. The school is currently using the Literacy Shed and Reading Vipers which is a complete online system which most PDET schools are converting to it. The children are using high quality texts and are tested to ensure that they understand what they have read. **Does the school use electronic aids to encourage reading?** Yes. Modern living does not always have paper available, lots of the children's reading is now done on line.

The school is adopting Times Table Rock Stars for children to use to learn their tables which can also be used at home. Year 4 will need to take a tables test at the end of this academic year.

Staff have had some training on EduKey which is being used to track the children. The school was using O Track which was great but is now out of date. Ofsted no longer want to know anything about data. It is all about the breadth of the school's curriculum.

There is a huge focus on the curriculum and its intent. Governors asked for the HT to provide them with an update on the curriculum at the next meeting. HT

The school uses Cornerstones to teach its curriculum but it has changed since the staff had their training and bears no resemblance to what they were given initially. The HT can monitor what is being taught and can hold teachers to account. There is chronology and progression in the topics used. **Is there something that can be put on the website to explain what the curriculum is?** Yes. The HT will put the intent statements on there. HT

Staff need to work on the children's decorative knowledge and procedural knowledge. The HT explained what was meant about the two and what the difference is.

The AIP is virtually ready. There will be some training put on around governance which will be circulated.

If governors have any questions on how the AGC is going to work it was suggested that they are put on the Governor Hub noticeboard. All

**52/19 ACADEMY IMPROVEMENT PRIORITIES**  
See Item 51/19 above.

**53/19 PUPIL PREMIUM STRATEGY AND IMPACT STATEMENT**  
The HT will send this to the next meeting. HT

**Action**

**54/19 SPORTS PREMIUM STRATEGY AND IMPACT STATEMENT**

The SP report is just about finalised and will be ready for the next meeting.

**HT**

**55/19 SIAMS/CHURCH SCHOOL DEVELOPMENT**

The HT will be attending more training and will make a start on the SIAMS SEF shortly. He will send it to JW to read through when it is complete.

**56/19 SAFEGUARDING**

**Safeguarding Complaints Received**

None.

**Other Safeguarding Issues**

None.

**Safeguarding Report**

- Number and type of early help support/interventions in place. **One staff concern form has been submitted and resolved. There are nine children on the HT's Safeguarding register, seven of which are dormant cases. One Child in Need case and one case going to Child Protection Conference.**
- Number of Early Help Assessments (EHA's) – **One potential;**
- Number of Referrals to MASH with outcome level – **One**
- Number of all reported cases to DO (Designated Officer) – **None**
- Outcome of all safeguarding issues: **None**

**Is the MASH team good?** **It is better than it was, but it is still poor. It is effective initially, but the follow up of social services support is weak.**

**57/19 REPORTS FROM PREVIOUS TERM'S MONITORING VISITS**

None.

**58/19 POLICIES**

**Safeguarding**

The school's Safeguarding Policy is already available on the school's website.

**Admissions**

The governors were asked to make a decision on whether to make any amendments to the Oversubscription Criteria in the policy. The current order was listed and the governors discussed that as the criteria works, there was **no need for change**. It is not possible to have more than 15 in a year group. The Appeals Committee meets on an ad hoc basis. Terms of Reference are in place.

The governors were asked to use GovernorHub to acknowledge that they have received and read Keeping Children Safe in Education. **All**

**What spaces does the school have?** **Years 3, 4, 5 and 6 are full. There are spaces in Years 1 and 2. Is there a waiting list?** **The school does not hold one but the HT is aware of two families looking for spaces at the school.**

**59/19 GOVERNOR ISSUES (ENC)**

**Privacy Notice**

All governors present signed to say that they have read and will adhere to the PDET Code of Conduct for AGC Members. Clerk to chase up those not at the meeting. **Action Clerk**

**Conflict of Interest**

All governors present completed their letters and returned them to the Clerk. Clerk to chase up those not at the meeting. **Clerk**

**Code of Conduct**

All governors present signed to say that they have read and will adhere to the PDET Code of Conduct for AGC Members. Clerk to chase up those not at the meeting. **Clerk**

**Meeting Dates**

For information only

**60/19 MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 18 JULY 2019**

It was agreed that the minutes should be signed as a true and accurate reflection of the meeting. The minutes were given to the HT to file.

**61/19 ACTION TEMPLATE AND MATTERS ARISING**

All Matters Arising were considered to be complete.

**62/19 ANY OTHER BUSINESS**

The Chair asked the HT to thank Mrs Reneerkens for everything she has done for the school and wished her well in her new job. There will be a collection for her. **HT** *Will there be a formal replacement? Not for a while. She was part time and the HT needs look at his future staffing options.*

**63/19 DATE OF NEXT MEETING**

Thursday 5 December 2019 at 7.00pm.

The Chair thanked everyone for attending and closed the meeting at 9.27pm.

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

**ACTION TEMPLATE**

Minute Page	Action Required	By Whom and date for completion
Page 287 37/19	HT to investigate ways of enabling parents to attend assemblies.	Neil Aiken as soon as possible.
Page 288 40/19	<ul style="list-style-type: none"> <li>HT to carry out a parent survey.</li> <li>HT to include governor M&amp;E visits in the school calendar.</li> </ul>	Neil Aiken next term. Neil Aiken as soon as possible.
Page 289 40/19	<ul style="list-style-type: none"> <li>HT to ensure that a "water" type fire extinguisher is in the Year 5/6 classroom</li> <li>HT to check the situation with the emergency light.</li> <li>Clerk to circulate next year's meeting dates.</li> </ul>	Neil Aiken as soon as possible. Neil Aiken as soon as possible. Clerk complete.
Page 289 41/19	HT to look at the information sent to parents in greater depth.	Neil Aiken as soon as possible.

Page 290 41/19	All governors to consider taking on the role of Chair from next September	All as soon as possible.
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Minutes taken and transcribed by  
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