

**LODDINGTON CEVA PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BODY MEETING
HELD ON THURSDAY 5 DECEMBER 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)		x			
Helen Dowsett (AHT)	✓		In Attendance		
Barry Hansford (BH)	✓		Liz Redden (Clerk)	✓	

Action

64/19 PRAYERS AND REMINDER OF CODE OF CONDUCT

Prayers

The HT opened the meeting with a prayer.

Code of Conduct

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

65/19 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were received and accepted from JW and HD.

The meeting was not quorate.

There have been no expressions of interest from anyone wanting to become a governor.

66/19 DECLARATION OF INTEREST

None.

67/19 NEW MODEL OF GOVERNANCE

This had been discussed at the previous meeting. There were no further questions.

68/19 SCHEME OF DELEGATION

This had been discussed at the previous meeting. There were no further questions.

69/19 TERMS OF REFERENCE

This had been discussed at the previous meeting. There were no further questions.

70/19 ACADEMY ON A SHEET

The HT has met with his Academy Improvement Partner (AIP) and the trust's Director of Governance and the Chair is no longer required to attend Headteacher's Performance Management meetings, but he does need to comment on the HT's performance.

Section 1 of his Academy Improvement Report (AIR) is for governors but there is a section in it on the school's staffing structure which is not meant to be seen by governors.

Section 2 is not meant to be shown to governors but the information in it is useful and informative and provides governors with the information they need to challenge the HT.

There have been no changes to the AIR since the last meeting. The HT is waiting for his AIP visit to repopulate the information.

School Self-Evaluation Grades

The school's current Ofsted and SIAMS judgements are both Good. The school's current Quality of Education is judged to be good. **What is this judgement based on?** It is based on observations and the impact of the new curriculum.

Other Significant Information

Number on Roll – 95	Previously Looked After Children – 0
Whole School Attendance – 97.1%	Mobility 18%
Disadvantaged Children – 10	SEND 15%
Free School Meals Children – 6	EHC Plans – 0
Looked After Children – 0	

Mobility is high, what causes this? Mobility in the school has been much higher. It is usually caused because small schools have more spaces in them and can admit children during a year. **Have many joined the school during the year so far?** One child who is the sibling of a child already at the school. Pupil numbers are stable.

The staffing structure has changed slightly because a TA has left. Another TA will be leaving at Christmas. Both TA's will be missed. New staffing arrangements are in hand.

How are the Year 2 children getting on? They are doing well. Their work was moderated recently and the standard of work for all year groups is comparable to other schools. It needs to be clearly seen in the children's books that the more able children in Year 2 are being extended to Greater Depth. The Year 2 teacher will be given the opportunity to teach a full class of children from January.

The Governors were pleased to hear that Whole School Attendance is currently 97.1%. The HT stated that some absence is due to holiday, but most is because of illness or hospital appointments.

Safeguarding

Child in Need – 1	MASH Referrals – 0
Early Help Assessments – 0	

Is the HT confident that this information is low because there are no needs? Yes. It is not because staff are not referring children. Safeguarding cases are discussed as a whole staff group at staff meetings where appropriate. Children's

behaviour is also discussed as a whole staff group. This means that all staff know which children they need to be aware of.

The Chair had been asked to attend a meeting with a parent about a behaviour incident and the parents had been happy with the outcome of the meeting.

The HT also informed the meeting of an unhappy child whose parents had contacted him with their concerns and who were satisfied with how the situation was dealt with.

Health and Safety/Incidents

There have been no Health and Safety, Racist or Bullying incidents.

The HT asked for any questions.

When will the PIRA results be uploaded? Later this month. They will give a good indication of the progress the children have made this year so far and will be compared to the tests done in the summer term.

The results will be banded similarly to the SATS tests where children need to score as close to 100 as possible. PDET would like their schools to work to 98 for their PUMA and PIRA tests to be working at Expected, with children needing to achieve 116 to be working at Greater Depth. **These targets would usually be 100 and 110. Why have they been changed?** They are PDET decisions. The HT explained their reasoning. **Will schools see their scores compared to the other PDET schools?** Yes.

The Year 1 test results last year were very erratic and so the Central Team has asked schools not to test them using PUMA or PIRA in the Autumn or Spring terms. The children will be tested using teacher assessment.

This is the last year for Year 2 SATS. They will become voluntary. **Will PDET want their children to sit the tests?** No they will do what other schools do nationally.

71/19 GOVERNOR MONITORING REPORTS

Collective Worship

SL and BH have both visited the school to monitor Collective Worship and JW has also been in to deliver it. BH reported that he found that Collective Worship was consistent. The children are always encouraged to take part, the singing is joyful and the worship is Christian based. **How do you get apprehensive children to contribute to collective worship?** It comes out through all other aspects of school life. **These children are encouraged to take part in all aspects and as they do, their confidence improves.** Collective Worship take place three times a week and on the other days the children have worship in class and each class will be thinking about the same thing and each class now has its own candle to light. Collective worship assemblies are planned termly in advance. **What does the school do with the children whose parents do not want them to take part?** Alternative provision would be made for them.

Safeguarding

The Chair has met with the HT and checked the processes anonymously. He has seen the log kept by the HT.

The Designated Safeguarding Lead and Deputy DSL meet weekly and sign off any reports.

It was understood that Lesley Pollard will no longer be undertaking PDET's Safeguarding Audits.

72/19 POLICIES

Trust Policies for Reading

None.

Trust Tailored Policies (appendices to be agreed and AGC to accept policies)

- Accessibility Plan – the building has not changed so there will be no changes. However the Accessibility Plan is due for review and the trust tailored document will be used.
- Supporting Pupils with Medical Needs
- Collective Worship

The governors agreed to accept the above policies.

Academy Level Policies for review and adoption

The Chair and HT need to meet to review these policies.

The Chair informed the meeting that the school is meeting the statutory requirements.

73/19 AGC ANNUAL PLANNER ITEMS

The Chair distributed a copy of the annual planner. The governors looked at Governor Monitoring. A governor asked whether governors would be provided with model check lists for carrying out monitoring in areas such as Health and Safety, Safeguarding and the school's website. The Chair stated that there is a PDET checklist for the website and there is one on The Key for Health and Safety. The Chair used a Safeguarding checklist that had come from a recent Safeguarding audit.

The HT has a parental questionnaire which will be sent out to parents shortly for them to complete online. **HT**

Community engagement is covered at every meeting.

The SEND Governor will arrange to meet with the SENDCo early next term. **SL**

The Chair was confident that everything required to be monitored can be.

Equalities Information

The Equalities Information statement is still being drafted.

Risk Register

The Chair informed the meeting that there is a Risk Register being developed. The new CFO is looking at buying some software that schools will be able to use. Schools will be asked to populate a risk register twice a year.

Pupil Premium Strategy and Impact Statement and Sports Premium Strategy and Impact

The Pupil Premium Strategy and Impact Statement and the Sports Premium Strategy and Impact Statement are on Governor Hub. The Chair asked whether there was anything that governors needed to know. The HT stated that the school needs to buy a new minibus but cannot use Sports Premium funding to do so. The children participate in lots of sports including new age curling.

It was clear to see in all the documents that the school is spending the money appropriately and effectively. It can also clearly be seen what the funding is being spent on.

How many PP children are there? Sixteen. The school has £20000 to spend on them. What impact does the funding have on the children? It increases their wellbeing and closes the gaps in their education. The children are given the opportunity to learn a musical instrument and have the cost of their educational trips paid for them. When the generic e-mails go out for voluntary contributions for trips is the e-mail sent to families eligible for PP funding? Yes, the HT has some say in which trips are eligible for PP funding. He gave an example of a trip that might not be funded. Why is the school offering trips which some children may not be able to attend? Each case is looked at individually. It is not possible to subsidise a trip using PP funding. The school can use the money to employ staff to benefit all children.

Sports Premium will halve next year. Are the After School Clubs supplemented by Sports Premium? Some are. Have the supplemented clubs affected attendance at the school's wrap around care After School Club? The HT did not think so but would look at it.

A governor commented that parents only hear about what is happening sportswise if their child is involved. The HT stated that Mr Umney keeps a record of all the children who attend events. He added that there should be a resumé of the events that have taken place in the newsletter.

A governor stated that she finds the newsletters very helpful and they are a good way of reminding parents about what is happening in the school. The HT stated that lots of the information that would have gone in the newsletter is now sent to parents via the app.

74/19 SIAMS/Church School Development

The HT had uploaded the SIAMS SEF to Governor Hub.

The Chair stated that Collective Worship is led by JW. He is listed in the SEF as Father John which is his colloquial name. His correct title is Rev'd Canon John

**Action
HT**

Westwood. The HT was asked to amend the document so that his correct title is used.

The SIAMS SEF forms the narrative for the SIAMS inspection and will be what the inspectors see when they visit the school.

SIAMS was previously undertaken by the previous Deputy Headteacher. There is a member of staff who will be able to take it over eventually which will help to reduce the HT's work load.

What input should governors have into the SEF? It should be corroborated through governor monitoring. The next document that the HT completes will show governors what they need to know and where everything is. It was noted that on the annual planner, SIAMS needs to be reviewed at the term five meeting and the Chair asked for some time to be spent on it at that meeting.

Clerk

The HT has attended the training for Understanding Christianity. All the modules are on the staff drive and staff will start to use them shortly.

The school's next SIAMS Inspection will be in two years' time.

75/19 FUTURE MONITORING

See Item 73/19

76/19 SAFEGUARDING

See Item 70/19

77/19 GOVERNOR ISSUES

Keeping Children Safe in Education

Clerk to chase up any governors who had still not signed to acknowledge receipt of KCSiE.

Clerk

78/19 MINUTES OF THE FINANCE MEETING HELD ON THURSDAY 18 JULY 2019

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

79/19 ACTION TEMPLATE AND MATTERS ARISING

47/19 The Chair had put a request on the village Facebook Page for governors, but without success. The governors discussed some people who might be interested in becoming governors.

51/19 There are some curriculum intent statements ready to upload. The Knowledge and Progression documents have been downloaded and are being used by staff. The new curriculum is going well. The Chair asked that the new curriculum is discussed at the next few meetings starting with English and Maths. Clerk to ensure that this is on the agenda.

Clerk

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

80/19 ANY OTHER BUSINESS

None.

63/19 DATE OF NEXT MEETING

Thursday 6 February 2019 at 7.00pm.

The Chair thanked everyone for attending and closed the meeting at 8.53pm.

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

ACTION TEMPLATE

Minute Page	Action Required	By Whom and date for completion
Page 305 73/19	<ul style="list-style-type: none"> • HT to arrange for the parental questionnaire to be sent out to parents. • SL to arrange to meet with the SENDCo 	<p>Neil Aiken as soon as possible.</p> <p>Sophie Lewis next term.</p>
Page 307 74/19	<ul style="list-style-type: none"> • HT to amend the SIAMS SEF to include JW's correct title. • Clerk to ensure that the SIAMS SEF is discussed at the meeting in Term 5. 	<p>Neil Aiken as soon as possible</p> <p>Clerk prior to the Term 5 meeting.</p>
Page 307 77/19	Clerk to chase up any governors who have not signed KCSiE.	Clerk as soon as possible.
Page 307 79/19	Clerk to ensure that English and Maths are on the agenda for the next meeting	Clerk prior to the meeting on 6/2/20.

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