

LOOSE PRIMARY SCHOOL
Local Governing Body Meeting
Wednesday 6th July 2022

Present: John Edgar (Chair of Governors (CoG)/Co-opted Governor), Sarah Holman (HT), Richard Benjamin (Parent Governor), Berenice Pretlove (Co-opted Governor), Tim Williams (Co-opted Governor), Elizabeth Harris (Staff Governor), Sam McMahon (Associate Governor)

In attendance: Sean Johnson (DHT)

Clerk: Nicky Wheeler

Item Number	Action
<p>1 Welcome & any introductions</p> <p>1.1 The CoG welcomed everyone to the meeting and thanked SM for attending the recent meeting with OFSTED and her valuable input and knowledge of the school.</p>	
<p>2 Apologies for absence</p> <p>2.1 Apologies were received and accepted from Katherine Atkinson. 2.2 The meeting was declared quorate.</p>	
<p>3 Declaration of Business Interest and any other admin matters</p> <p>3.1 No new interests to declare.</p>	
<p>4 Minutes of the last meeting and any matters arising</p> <p>4.1 The minutes of the last meeting held on the 18th May 2022 were agreed and signed by the CoG.</p> <p>4.2 Matters arising included the following points :</p> <ul style="list-style-type: none"> • Governors were reminded to submit a short auto biography to NW for inclusion in the school newsletter • SH agreed to provide details of follow up actions taken after the staff surveys to Governors. NW to circulate. • SH has spoken to the parent council regarding homework and they confirmed that most parents are happy with the current arrangements but she agreed that if children in years 5 and 6 would like additional homework the school will provide a pack for them. • BP attended the recent finance meeting and said that is still unclear of the purpose of governors attending. She said felt the meeting was confusing and rushed with too many people in attendance. SH said that she would prefer a smaller group as she believes this would be more productive. JE reiterated that governors are invited to attend to support and challenge the HT by looking at where the school budget is being spent and to ensure that the school is achieving best value for money. BP explained that she felt as the budget was already decided there was little opportunity for input but JE explained that next year the governors will be involved throughout the whole process and will have more opportunity to contribute. SH would like the spending reviewed under the curriculum headings. Governors agreed that the budget is critical to the school's success and governors need to monitor where money is spent. • NW advised governors that they are all invited to a social event on 20th September and further details will be circulated shortly. 	<p>BP, TW, EH NW</p> <p>NW</p>
<p>5 Any Other Urgent Business</p> <p>5.1 None reported.</p>	

6 Trust Matters

Minutes

6.1 The minutes of the last Trust Board meeting on the 25th May 2022 had been received and noted by governors.

Feedback from ECC meeting

6.2. BP advised governors that she attended the first ECC meeting and found it very informative and interesting to see different perspectives from the other schools. She said that she would like to attend again to give some consistency. JE explained that it is an opportunity for the LGB to put forward their views and be involved in the trust decisions.

Trust Consultation re merger with OAT

6.3 JE explained that the steering group met on the 28th June and will be making a recommendation to the Trust Board regarding the merger. He confirmed that most of the due diligence work is complete. He explained that only LPS has had a recent OFSTED inspection so it will be interesting to see the results of the other 4 schools. SH explained that since all of the other schools were last inspected the OFSTED framework has changed considerably with a focus on the breadth of curriculum with a focus on knowledge children retain, not just Maths & English, to be awarded outstanding.

Scheme of Delegation

6.4 The amended Scheme of Delegation had been received and noted by governors.

7 Trust Policies

7.1 The following policies, approved by the Trust Board meeting of the 25th May 2022, were duly noted by the governors:

- Finance Policy
- Health & Safety Policy
- ECT Policy

8 School Strategic Matters

Headteacher's report

8.1 SH had circulated her HT report which had been produced using the new format with headings linked directly to the new School Strategic Plan. Governors agreed that the new format of the report was easier to interpret. The following points were discussed:

Quality of Education

8.2 SH explained that the majority of the budget is used to improve Quality of Education and this is the focus of the trust led by BT (T&L Lead) & MC. SH explained that when governors complete monitoring visits it is important for them to speak to subject leaders to check their understanding of their area and to monitor how it is developing over time. SJ explained that when JE & EH completed the recent review of Science and Geography staff found it useful to have the opportunity to discuss their area with an audience.

Behaviour

8.3 Contained in the confidential annex.

Personal Development

8.4 SH explained that this was an area that OFSTED reviewed at the recent inspection and asked the school to provide details of the broader curriculum offered to children such as extra-curricular clubs and trips.

Q: How do the school monitor the impact of nurture provision?

SH explained that this is looked at as part of governor monitoring and the school are part of the nurture UK programme and try to encourage all staff to have a tolerant, nurturing approach to support all children.

Leadership & Resources

8.5 Governors commented that it would be useful to have more context regarding the data provided on training. For example, where training scored 3/10 how many staff received the same training and how many rated it so low. SJ explained that the form is completed anonymously and there is no opportunity to provide additional feedback on the form so he will discuss this with MC and JE will raise with the trustees.

8.6 SH explained that whilst some staff find training and discussions about current practise useful others feel they already have adequate experience. SJ advised governors that he is working closely with BF (AHT) to ensure that PDMs are useful and relevant and reviewing material before it is delivered to staff.

School Context

8.7 Governors were pleased to note that the school is fully staffed for September which they recognise is a challenge in the current climate. SH advised that she is looking to recruit a caretaker as she has just been advised that one of the current team is retiring.

8.8 SH confirmed that the work relating to the recent successful CiF bids is starting and, in addition, work is being commenced to improve the KS1 playground and also install a small football pitch.

8.9 SH also advised governors that the results of the year 6 survey have now been received and were extremely positive. 100% of children enjoyed their time at the school and 97% felt they had achieved well. 95% felt ready for secondary school and 94% had enjoyed the opportunities for extra-curricular activities. This year the surveys also included questions to assess the impact of curriculum changes and History and Geography came out strongly endorsing the changes recently introduced in line with the new Ofsted framework. SJ agreed to circulate the results.

SATs Data

8.10 SH had circulated SATs data to governors and advised governors that she is pleased with the results. In KS2 reading had improved from 73% to 82% which SH explained was expected as this is an area focused on by the new OFSTED framework. She explained that the school has retained high results, despite the challenges of the past 2 years, whilst offering a broad curriculum to children and results remain above National as would be expected in line with the cohort.

8.11 SH explained to governors that in KS1 there is a significant reduction in results in Year 2 which reflects the severe disruption the cohort have suffered due to a combination of COVID and staffing changes. The results are lower than predicted, with children not making accelerated progress in year due to gaps being too wide to close with missing large chunks of EY and Y1 due to covid. National data will not be available for comparison until the Autumn term and this can be explored more then.

Q: How is the school looking to close the gap for the current Year 2?

SH explained that Year 2 will be heavily resourced from September with an additional TA available to support across the year group and release the teachers to work with groups, however, she expects it will take 2 years for this group to catch up.

Q: How have the current Year R and 1s been affected?

SH confirmed that they have also been seriously impacted by the pandemic with the greatest effect seen from the reduction in time they spent at nursery which is evident in their reduced social skills and poor pencil grip which have needed to be more of a focus this year.

SJ/JE

SJ

8.12 SJ showed governors some of the recent data available on insight to explain how the school drill down further into the headline figures to look at where various groups sit within it and address issues. The current NFER data shows that years 3 and 4 are improving but there is still a need for teachers to slow down delivery of material to ensure basic skills and knowledge are fully embedded before moving on.

Q: How do the school identify the barriers to learning?

SH & SJ explained that there are regular pupil progress meetings to discuss this with staff and drill down into the data to identify professional development needs and ways to support the children. SLT also visit classes to see teaching in practise and talk to children.

8.13 SH explained that she is looking at ways to involve the AHTs more in this process going forward to help with strategic planning and ensure that vulnerable groups are identified and the appropriate support is put into place quickly.

Q: Why is one year 5 class achieving significantly lower results?

SH explained that this class has a much higher proportion of SEN, PP and LAC children. She also explained that where a class is achieving significantly higher results she will check that the teacher is sharing good practise and knowledge with less experienced members of the team.

Q: Is similar data available for progress?

SH explained that due to Covid some progress data is missing for the last two years and she has shared all of the information currently available with governors. Reading progress is strong but Maths progress is negative, especially in year 3, so JW (Maths Lead) will be moving into Year 3 to support with this in September.

School Strategic Document

8.14 SH explained that the new document follows the same format as the OFSTED framework and she directed governors to the school priorities on page 8. She has identified three key priorities to drive a change in culture across the school and easily link to budget discussions:

- Continue to develop a knowledge-rich curriculum so that series of lessons build knowledge and children can make connections
- Reading is taught effectively
- Instructional coaching used to ensure consistency in teaching

8.15 Instructional coaching will be a focus for next year with staff encouraged to challenge each other and hold colleagues to account. JE said that there would need to be a strong level of trust between staff for this to be effective and SH explained that this is the culture she is looking to foster within the school. SJ advised that 2 of the new staff starting in September have been involved with instructional coaching in their previous schools and will be working with BF to roll out the process to staff and explain the benefits of this approach.

8.16 Governors agreed with the school priorities and were happy with the format of the new document.

School Statutory Documents

8.17 Governors had received the following documents and approved them for publication on the school website :

- Inclusion Statement
- SEND Offer
- Sports Premium Report
- Behaviour Policy

<p>9 Finance</p> <p>9.1 May Management accounts and the 22/23 budget had been circulated to governors for review. SH advised governors that reserves remain positive and she is continuing to look at ways to invest the money to obtain best value.</p> <p>Q: Why are the budgets for DO (educational supplies and services) and EO (other supplies and services) reducing in the budget?</p> <p>SH will confirm with CC and ask for the full budget breakdown.</p> <p>9.2 JE advised governors that one of the trustees (AM) is an energy specialist and is monitoring the cost of utilities across the trust to ensure that best value for money is sought in the current climate.</p> <p>9.3 Governors discussed the continued difficulties of obtaining 3 quotes for work and asked if the school could look at the possibility of using preferred suppliers who tender for contracts for 12-18m. JE agreed to discuss this further with trustees.</p>	<p>SH/CC</p> <p>JE</p>
<p>10 Safeguarding and disability matters</p> <p>10.1 SJ advised governors that there have been 2 reportable incidents involving children with broken bones. Since converting to an academy the reporting process has changed and all incidents are now reported to AL (COO) who shares them with NMc (H&S Trustee) for review before reporting to RIDDOR.</p> <p>Q: Is there a process in place to support children before they return to school?</p> <p>SH explained that the school complete a risk assessment with involvement from the child's parents.</p>	
<p>11 Any other school matters</p> <p>11.1 None were reported.</p>	
<p>12 Governor Monitoring</p> <p>12.1 Monitoring pairs are :</p> <p>Leadership & Resources – KA & BP Quality of Education – SM & JE Welfare & Safeguarding – TW & RB</p> <p>Following discussion regarding current responsibilities and skills JE and BP agreed to discuss the possibility of swapping roles.</p> <p>12.2 Monitoring dates & visits 22-23 were agreed :</p> <p>Times :</p> <ul style="list-style-type: none"> • 8-10am – Quality of Education • 10-12am – Welfare& Safeguarding (including Health & Safety) <p>Dates :</p> <ul style="list-style-type: none"> • Fri 11th Nov • Fri 3rd March • Fri 16th June <p>Leadership and Resources (inc finance) 1-3pm :</p> <ul style="list-style-type: none"> • Wed 16th Nov • Mon 13th March • Wed 21st June <p>* Reports to be submitted within 7 days of visit</p> <p>12.3 SH advised governors that in previous years the written HT report was circulated in Terms 1, 3 and 5 and she would like to return to this structure. NW to discuss with MC.</p>	<p>JE/BP</p> <p>NW</p>

<p>13 Any other governor matters</p> <p>13.1 JE invited governors to give a short summary of the recent monitoring visits : <u>Welfare</u> 13.2 TW advised that he met with SH & LB and he commended LB on her passion and rapport with the children. He said that the school provides excellent nurture provision and all staff in the school seem to be aware of their responsibilities to support children. He explained that it is difficult to measure the impact of nurture provision and he offered to send SH some alternative frameworks that can be used to celebrate progress.</p> <p><u>Quality of Education</u> 13.3 EH advised that governors met with JP to discuss literacy and the introduction of SoundsWrite. All TAs and KS1 staff are being trained ready for the roll out in September. They discussed the reading rope and how all skills are entwined with reading and the focus on encouraging enjoyment of reading across the school. In EYFS the monitoring pair met with SW and HO who advised that all the teachers and TAs have 2 focus areas to develop. HO explained that EYFS staff have also met with other EYFS staff across the trust and visited other schools to share strategies and knowledge. HO has introduced Sounds Buttons and QR codes into her classroom as part of her disciplined enquiry project and, if successful, they will be used by the other EYFS classes in the future.</p> <p><u>Leadership and Management</u> 13.4 BP advised that the monitoring included a discussion regarding Quality of Education and how this is supported by professional development. Governors also reviewed the feedback from the disciplined enquiry approach introduced this year which has been positively received, especially by TAs. CPS have used instructional coaching alongside the disciplined enquiry approach to embed it and SH explained that LPS will be introducing this in September and it will be good to share experiences. OFSTED praised the good behaviour at the school and governors also discussed the staff culture and buy in to the changes being introduced. SH also advised that SLT are looking at their own development too and have introduced a 10/10 approach to ensure a focus on honesty, credibility and clarity and communicated details of this to staff. The governors also discussed the impact of COVID and the need to now focus on ensuring that correct procedures and processes are reinstated and all staff are clear on their roles and responsibilities.</p> <p>13.2 NW explained that following the recent parent governor election a new governor will be elected with the term of office to start on the 24th September to replace KA. Trustees will be asked to approved the continuation of KA as an Associate Governor for a 2 year term.</p> <p>13.3 JE expressed thanks to all governors for their hard work over the year and governors thanked SH for her hard work leading the school during challenging times.</p>	TW
<p>14 Agreement of confidentiality and action points</p> <p>14.1 Confidential discussions are contained in the annex. 14.2 Action points were agreed and listed in the table at the end of the minutes.</p>	
<p>15 Points to feedback to the Trust Board</p> <ul style="list-style-type: none"> • Finance meetings & quote/tender process. • New format of HT report • Behaviour recording • Training Survey • Quotes / Tender process 	

<p>16 Dates for next LGB meetings and any school events</p> <ul style="list-style-type: none"> • Wednesday 12th October 22 at 5pm • Wednesday 30th November 22 at 5pm • Wednesday 1st February 23 at 5pm • Wednesday 22nd March 23 at 5pm • Wednesday 17th May 23 at 5pm • Wednesday 5th July 23 at 5pm <p>Governors to see weekly newsletter for school events</p>	
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Signed.....

Date.....

(Chair of governors to initial bottom of every page)

ACTION POINTS

Para no	Action point	By whom/when
4.2	Governors were reminded to submit a short auto biography to NW for inclusion in the school newsletter	BP, TW, EH
4.2	SH agreed to provide details of follow up actions taken after the staff surveys to Governors. NW to circulate	NW
4.2	NW advised governors that they are all invited to a social event on 20th September and further details will be circulated shortly	NW
8.5	SJ & JE to discuss the format of the training feedback questionnaire with MC & Trustees	JE/SJ
8.9	SJ to circulate results of Year 6 survey	SJ
9.1	SH will confirm figures with CC and ask for the full budget breakdown	SH
9.3	Governors discussed the continued difficulties of obtaining 3 quotes for work and asked if the school could look at the possibility of using preferred suppliers who tender for contracts for 12-18m. JE agreed to discuss this further with trustees	JE
12.3	SH advised governors that in previous years the written HT report was circulated in Terms 1, 3 and 5 and she would like to return to this structure. NW to discuss with MC	NW
13.2	TW offered to send SH alternative details of frameworks to use to celebrate achievement	TW