



LOOSE PRIMARY SCHOOL

PUBLIC MINUTES OF THE 2024/25 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 19th MARCH 2025

Governors present at the meeting held on Wednesday 14th May 2025 approved these minutes as a true and accurate record, and signed on Governor Hub electronically

PRESENT

Stuart Thomson (ST), Co-opted Governor (Chair)	Trevor North (TN), Headteacher
Michelle Garrett (MG), Staff Governor	Paul Harrington (PH), Parent Governor
Leoni King (LK), Parent Governor	Craig Bond (CB), Co-Opted Governor
Richard Benjamin (RB), Co-Opted Governor	

PART A – PUBLIC MINUTES

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Welcome:** ST welcomed all parties to the meeting. Introductions were made as a new governor is present, Craig Bond is attending his first meeting.
- 1.2 Apologies:** Apologies were received and accepted from Tetyana Bennett.
- 1.3 Quorum:** The meeting was confirmed as quorate.

2. DECLARATIONS OF INTEREST

- 2.1** ST gave all parties the opportunity to declare any additional declarations of interest against the agenda to which none were declared.

3. APPROVAL OF MINUTES AND ACTIONS OUTSTANDING

3.1 Approval of Minutes: Governors approved the public minutes presented as a true and accurate reflection of the meeting that took place on the 5th February 2025.

3.2 Matters arising from the minutes and review of actions –The following actions from the actions schedule were noted:

Item 1 – *Governor to attend PP progress review*- marked as complete.

Item 3- *Explore opportunities for external funding for the pool*- This is on the agenda for this meeting.

Item 7- *School / Trust policies should be reviewed and are accessible to those with SEND or any other access need. To raise at Chairs Catch-Up meeting*– This was raised with CH (Chair of Trust) and MC at chairs meeting, they were interested in this feedback and will consider looking at policies with this in mind. Marked as complete.

Item 10 – *Liaise with Trust Office regarding viability of setting up a fund raising platform (GoFundMe)*- This is on the agenda for this meeting.

Other matters arising from the previous meeting:

At the last meeting, the Intimate Care Policy was discussed, TN has confirmed it doesn't need to be ratified, he has spoken to MC who confirmed this is a Loose specific policy, not a Trust policy.

At the last meeting, governors discussed the replacement of aging laptops with iPads, and since then TR has written a proposal which was presented to the Finance & Audit Committee. The proposal has been further detailed; there are currently multiple generations of iPads, each with specific charging trolleys, but the newer models will not be compatible with older trolleys. The aim is to start building capacity using approx. £40,000 of this year's budget while also determining the most cost-effective way to utilise existing resources. The Finance & Audit Committee has approved the proposal and it is now on the agenda for the next Trust Board meeting. LK shared that it is her experience as a teacher in a secondary school that the move to using technology is continually increasing, including trials of paperless exams. TR agreed that there are many benefits of switching to iPads, such as increased efficiency in lessons, improved engagement, as well as reducing paper waste.

4. ANY OTHER URGENT BUSINESS

4.1 There were no items raised.

5. SCHOOL STRATEGIC MATTERS

5.1 Headteacher Report

The report was uploaded to Governor Hub prior to the meeting for governors to review. TN gave verbal overview of key points in the report.

5.1.1 Quality of Education

Demographics of the school were presented, including attendance data which currently stands at 96.6% which is very good and above national. There is a small proportion of Pupil Premium children who are having an impact on the overall figure for PP children which stands at 93.5%, as the majority are good attenders. The attendance figure for PP is still above the national average for PP children, which is 92.4%.

Demographics remain generally unchanged however there is a slight increase of 1% in SEN register, which reflects the work being done by the SENCO for thorough identification as discussed at the last meeting.

Targets are set out for the trajectory of all year groups to their eventual outcomes when they reach year 6. The current year 2 cohort are a slight concern as their assessments in the autumn term were below that of their end of year 1 data. One of the classes has had some level of turbulence in their time so far, with fairly inconsistent teaching which couldn't have been predicted at the time. A focus has been put on ensuring consistently strong teaching and interventions.

Quality of Education remains strong. There is a noticeable improvement in teaching and learning across the school, with the Steplab approach being well implemented. Coaching support is increasingly well-received, with most staff now on board and acknowledging its benefits. Teaching and Learning has been monitored by the Trust and by 'Challenge Partners', which is a national partnership of schools conducting 'Quality Assurance Reviews' and sharing expertise and practice. The visit from Challenge Partners particularly highlight strength in behaviour and attitudes and strength in SEND provision.

Reading is strong in year 4-6 and there is confidence in the accuracy of assessment. Phonics is improving with catch up plans are in place for year 2. Literacy lead and DHT looking at writing and reading / phonics in Year 2 closely with fortnightly catch ups. There is a question over the efficacy of the Sounds Write phonics scheme and this has been observed across the Trust, as teaching is now good in phonics but achievement over the years of using the scheme has not seen an upward trend. It was suggested that this could inform governor monitoring at a future visit.

5.1.2 Key Priority Areas

Embed a coaching model of development / appraisal for all staff so that outcomes improve for children and teachers are supported – As discussed above, coaching is ongoing and continues to be embedded within the culture which takes times. Staff members are starting to see value.

Implement the new writing sequence with rigor so that pupils attain higher in all year group - The writing teams have completed curriculum sequencing, which is now being implemented. The opportunity to review and adjust

the curriculum before delivery is proving beneficial. There is clear planning across the school, and this is positively reflected in books.

Embed formative and summative assessment so that pupils get precisely what they need to achieve well – This is ongoing and impact will hopefully be evident in end of year data.

5.1.3 Finance

The budget remains in a healthy position based on most recent budget monitoring. There are concerns regarding High Needs Funding next year due to the change in the way that the Local Authority will allocate funding, which is still unknown. This is likely to have an impact on capacity for support, however all schools will be in the same situation. TN has volunteered to chair one of the locality groups and there should be more information available in May.

5.1.4 Safeguarding

Safeguarding remains effective. TN provided overview of Child Protection data for referrals to various external services. As discussed at the last meeting, 'This Is Me' assessments are taking a great deal of time to complete as it is a lengthy process for each request made by parents. Parents are being made aware there is an approximate 10 week wait time from their initial request in order to manage expectations.

There has been one incident of racist language that was founded. It was a low level concern however TN would like to do more on educating children on use of language and cultural diversity.

There are seven open cases of alleged bullying with ongoing actions, monitoring and regular contact with parents. The cases remain open until parents and the child agree to close it as resolved.

5.1.5 Health and Safety

NM has been supporting the site teams across the Trust in training needs and ensuring good processes are in place. Headteachers were invited to an afternoon training session that site teams attended which resulted in positive feedback. The issues with the leaking roof are still ongoing and this is being worked on by the site manager, the issue being lack of responsibility taken between contractors involved in initial works.

5.1.6 Staffing

The deputy headteacher is due to depart at the end of the academic year due to a promotional opportunity elsewhere and this role has now been advertised externally and internally. There has been a great deal of interest from prospective candidates therefore it is hoped that there will be a good pool of applicants.

Absence data was reviewed, there has been almost 200 days of teacher absence since September although 55% of this is attributed to one staff member on long term sick leave. There has been 256 days of support staff absence. PH asked what measures are in place to support absence. TB explained that he has taken on more of the meetings with staff members who have met a certain threshold, to understand if there are any barriers and offer support. Anecdotally this feels like it is having an impact although this cannot be quantified yet.

5.2 Governor Monitoring

The following dates were agreed:

Friday 25th April - 12:00-15:00 - RB and LK (TB to be invited as well) to look at T&L and CPD.

Wednesday 30th April – 9:00-12:00 - MG, PH and CB to look at SEND and PP.

ST will organise with TN to monitor leadership and finance.

A monitoring report template is available on GovernorHub which should be used following the monitoring visits.

6. SCHOOL SPECIFIC POLICIES

There were no policies to share at this meeting.

7. FINANCE UPDATE

Finance was discussed above, there were no further comments or discussion points.

8. SAFEGUARDING, H&S AND ACCESSIBILITY MATTERS

8.1 Further to conversations related to safeguarding and H&S above, TN shared that there have been several LADO referrals, all have been closed with no further action however one issue from parental complaints led to conversation about procedures around staff members being present on the gates when welcoming children to school. Parents have expressed concern about there not always being someone stationed at every gate. This is not a requirement and the school does not have the capacity to staff every gate daily. This had been done in the past, however this led to issues with maintaining standards. Currently, visible leadership is present on the school grounds each morning, monitoring from the playground and common areas rather than standing at the gates. There is uncertainty about how to respond to the concerns. If gates were to be manned, fewer gates would need to be open, meaning all children would have to enter through the front, which would be inconvenient to many others who are happy to use their preferred gates. Parents do have the option to drop their children off directly at the building door, and perhaps clearer communication about this would help with potential concerns of safety. Governors were satisfied that the current arrangement of leadership team members being stationed on the grounds and always on the main entrance gate is sufficient to ensure safeguarding and agreed that a letter to parents with further information about the considerations may be helpful.

9. ANY OTHER SCHOOL MATTERS

9.1 Proposed Nursery

There is no update currently on the nursery proposal, a response from the LA is expected in April. Plans are in place to reshape the staff room to be utilised as the nursery space, but a decision will need to be made regarding investment from reserves if funding from the LA is not given. Once the nursery reaches full capacity, it is expected to generate a very healthy return and generate a profit. RB asked who has final approval and is there an alternative plan for staff room facilities. TN explained there will be involvement at Trust level though TN has control of the school's budget. There is a space that can be designated as staff room facilities. PH asked what the benefits are to having a nursery, other than financial. TN explained it is beneficial for children to receive high quality childcare, good for the community to have choice, beneficial for transition between nursery and school and for early identification of needs. Governors expressed their support of the plans.

9.2 Crowd Funding Initiative Update

MG gave an update on the fundraising measures for the pool. Conversations have taken place with contractors and MG has put together an overview outlining the goals of the project and has considered different fundraising scenarios, detailing what could be achieved at various funding levels—for example, what would be possible with £20,000 or £30,000. Governors agreed that will allow for transparency what can be achieved from the outset. It was agreed that the pool is a valuable resource, and ideally, the improvements will allow for the pool to be utilised more by the community.

10. TRUST MATTERS

10.1 The minutes of the recent Trust Board meeting were not available for this meeting but will be circulated via GovernorHub.

A request has been made by CH, chair of Trustees, to communicate with ST any training needs for individual governors or the board as a whole, this can be requested via ST to be considered how it can be facilitated.

11. TRUST POLICIES

11.1 MC has shared the staff code of conduct to governors with the proposal it is also adopted by governors. It is due to be agreed at the next Trust Board meeting.

12. ANY OTHER GOVERNOR MATTERS

12.1 TN opened a discussion for governors to consider how as a group they'd like to work alongside him and the school. TN is keen for governors to feel part of the school journey of improvement. LK is eager to visit and see how things operate in practice, wanting to understand the school community better as a new parent.

Governors highlighted the strong sense of community pride at Loose. Building strong relationships with school staff during monitoring visits, being visible and proactive by attending school events would help staff recognise and connect with them more easily.

13. MEETING CLOSE

13.1 Confidentiality: There were no items considered to be confidential.

ST reminded Governors that discussions at meetings are confidential and should remain so until minutes are published.

13.2. Next meeting dates: All to be held at Loose Primary School (staffroom) commencing at 1700 on:

- Wednesday 14th May 2025
- Wednesday 9th July 2025

13.3. Meeting close: 18:45.

APPROVED