



## LOOSE PRIMARY SCHOOL

### PUBLIC MINUTES OF THE 2024/25 MEETING OF THE LOCAL GOVERNING BODY COMMITTEE HELD ON WEDNESDAY 14<sup>th</sup> MAY 2025

*Governors present at the meeting held on Wednesday 9<sup>th</sup> July 2025 approved these minutes as a true and accurate record, and signed on Governor Hub electronically*

#### PRESENT

Stuart Thomson (ST), Co-opted Governor (Chair)	Tetyana Bennett (TB), Co-opted Governor
Michelle Garrett (MG), Staff Governor	Craig Bond (CB), Associate Governor
Sean Johnson (SJ), Associate Governor / DHT	

#### ALSO PRESENT

Andy Lacey (AL), Governance Professional	Amy Malhotra (AM), DHT
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#### PART A – PUBLIC MINUTES

##### 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Welcome:** ST welcomed all parties to the meeting. Introductions were made as in Trevor North's (TN) absence, AM was attending the meeting.
- 1.2 Apologies:** Apologies were received and accepted from Trevor North (TN), Richard Benjamin (RB), Leoni King (LK) and Paul Harrington (PH).
- 1.3 Quorum:** The meeting was confirmed as not being 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 19<sup>th</sup> March 2025.

**ACTION:** AL to arrange for the minutes to be marked as approved and publish.

- 3.2 Matters arising from the minutes and review of actions** –The following actions from the actions schedule were noted, with the remainder being included as a specific agenda item:

Action 1 - PE Policy. The amended policy approved by Governors subject to the agreed amendments was provided with the meeting papers for information. Noted as Complete.

Action 3 - Leadership and Finance Governor monitoring – deferred to T6 as monitoring meeting arranged for 30<sup>th</sup> June 2025.

Action 7 – Governor training. CB asked what training were newly appointed governors expected to complete?

**ACTION:** ST to raise at the Chairs meeting / AL to ensure access to training resources.

#### 4. ANY OTHER URGENT BUSINESS

4.1 There were no items raised.

#### 5. SCHOOL STRATEGIC MATTERS

##### 5.1 Headteacher Report

SJ / AM provided governors with a verbal update on key matters:

##### 5.1.1 Strategic Matters

SJ provided governors with a verbal update on the three key targets in the SDP:

- Assessment for Learning (Quality of Education). SLT has seen a visible increase in teacher's using strategies to facilitate teaching and pro-active learning resulting in increased pupil engagement.
- Coaching. SLT have seen effective coaching of T&L staff, which will have a positive impact for 2025/26. Steplab which is being used to support coaching of staff is being customised for LPS by CS (T&L Coach) and TN. **ST asked if the T&L coach will be full time next year?** SJ said that they are hoping to increase the existing 2 days per week.
- Implementing the new writing curriculum. T&L had been working with the Trust team to implement the writing sequences, tighter planning of the curriculum and setting clearer objectives. The outcome has seen pupils writing with greater purpose.

##### 5.1.2 Curriculum Vision Update

SJ referred to the one-page summary provided with the meeting papers. In summary, the original aim was to pull the curriculum into topics but have since moved away from that idea. LPS are now looking to enhance and enrich the already knowledge rich and sequenced curriculum currently in place. A recent example being a visit to a local dentist to learn about teeth where the school makes learning links with the local community and knowledgeable experts.

**CB said that the learning experiences add great value but how does the school plan and prepare for such visits were out of their control?** SJ said that presently the school are responding to such opportunities as they arise but long-term need is to map out the enrichment opportunities, and do more to plan the events.

CB said that planning the events including an estimate of costs for parents is important if they need to pay for such so they can budget for the expense. MG agreed adding that there is a question of affordability for some families. TB said that the school does provide support to parents who are able to seek support via the school FLO, and that the PTA also provides financial support for school trips.

##### 5.1.3 Behaviour

AM advised governors that pupil behaviour remains strong, which is commented on by visitors to the school. This is evidenced by there being significantly less pupil reflections. Recognition and reward for good behaviour remains important as pupil's feel valued.

Action is taken to address situations with recent example being the temporary closure of the woodland walk due to pupils misbehaving, which was a H&S concern. When the pupils were asked why it had been necessary to close the area, they understood the reasons for such action.

##### 5.1.4 Attendance

AM provided governors with an update advising that overall attendance at 96.3% remained above national average, adding that SEN attendance was also above national. There had been 4 penalty notices issued to parents. MG commented that this time last year, 15-20 penalty notices had been issued but in part, the improvement was due to parents 'working the system'. SJ suggested that pupils attendance might be something for governors to include in their monitoring.

##### 5.1.5 Staffing

SJ informed governors that three new class teachers and DHT had been appointed to start in September. The new DHT will be in 1 day per week during Term 6 to facilitate a handover. There remains a 0.6 FTE teaching position to be filled for September.

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Staff absence figures are better but remain noticeably higher compared to CPS and StK's. **CB asked why absence levels had fallen?** SJ said that the reduction in absence is the result of more detailed return to work conversations with staff, which are now being carried out by TN rather than HR. TB asked if it was possible to have a breakdown of the staff absence figures to show the split between compassionate leave and sickness?

**ACTION: Breakdown of staff absence to be provided to T6 meeting.**

### 5.1.6 Parent Survey Outcomes

AM informed governors that the majority of parental feedback was positive, although there were some negative comments in the free text part of the survey. Providing more clubs especially for KS1 pupils was mentioned a lot. As a result, the school are looking to extend the number and variety of out-door clubs, however this would be at a cost to parents as externally run. ST said that it was a good idea to increase the after-school activities and that 'paid for' clubs was a way of offering such without placing increased expectations on staff to run such. MG commented that it was necessary to have a balance of free and paid for clubs to ensure inclusive for all.

The school was moving from Twitter X to having a Facebook page to address feedback regarding improving communication with parents. In addition, the plan was to use Parent Council to obtain input as to how to better keep parents informed as to how their children are doing. **CB asked how much time might this take up and divert teachers from delivering T&L?** AM said that there needs to be careful consideration of the various options but the aim is to implement in September 25.

**ST asked in parent feedback from pupils with SEND highlighted any different concerns?** Both AM and SJ said that it is quite common for parents of SEND pupils to have higher expectations regarding what should happen concerning feedback as to how their children are doing at school. SJ acknowledged that there was probably more the school could be doing with regards to providing feedback to parents of SEND pupils particularly those working at 'mid-range'. AM suggested that there might be a need to better explain how SEND provision is delivered within the classroom rather than pupils being taught out of class. This might need a review and update of personalised learning plans to ensure support meets of individual pupils.

**TB asked how is the provision, support and tracking provided for SEND pupils?** AM said a system called B-squared was being trialled, which the SENCO (JB) was using in liaison with FAW School. **CB commented that he felt JB had the vision and plans but given she is part-time, does she have the capacity to deliver?**

### 5.2 Spring Data Pack

SJ informed governors that there was no Year R data but generally the spring data outcomes were an improvement on the autumn results. Although the outcomes for the disadvantaged groups were highlighted 'red', they were tracking to target. SATS results are expected to be better than 2023/24 though writing is the least strong of the three core subjects, which is due to the time lag in that it takes 2/3 years to see a significant shift in outcomes.

**CB asked for clarification on the abbreviation GDS?** SJ confirmed it was working at greater depth.

AM advised that some Year 2 data was 'missing' as 22 pupils were resitting the phonics test. Year 2 data is improving which should be evident in the summer outcomes.

**CB asked if there was an overlap with PP / EAL and SEND?** SJ advised generally this was not the case and, there are pockets of PP children who are doing well such as Year 4.

**CB asked how PP pupil outcomes and in particular progress scores compared to others?** SJ said that the attainment gap for PP children is closing but not quite there yet. The focus had been on improving the general quality of T&L rather than on specific pupils saying that 87% of T&L is effective or better.

SJ / AM provided governors with an overview for each Year Group. The key points to note:

- Year R is considered to be stronger now that when it was assessed as Outstanding by Ofsted.
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- Year 2 is considered a vulnerable group but benefit from having a consistent teaching team who provide the necessary support. **ST asked what support will the current Year 2 group get when they move to Year 3, which is also KS2?** AM advised that the Group will continue to receive support and interventions in Year 3. TB asked if the issue was with teaching and learning or the pupils? AM

considered the issue to be teaching related as possibly inconsistent due to the number of different teachers the Group had.

MG asked how pupils benefitted from attending writing clubs? AM said that children were able to select the topic for the writing task so were more engaged, which was helped as there were 2 teachers to a group of 8 pupils. Parental feedback had been positive.

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- The Year 6 team is doing well, and SATS outcomes are expected to exceed national in all areas.
- SEND progress is mixed in that those pupils working at a higher level are well supported as are those with greater needs. An area for improvement is supporting 'mid-tier' SEND where there is a need to assess their individual needs, to identify appropriate resources and establish clear T&L responsibilities to deliver the provision.

### 5.3 ECG Feedback

ST provided feedback from the T5 ECG meeting. In summary items not already discussed were:

- Once the Ofsted framework has been confirmed the Trust will arrange for governors to receive an overview.

### 5.4 Governor Monitoring

#### 5.2.1 SEND Monitoring

MG provided governors with an overview of her SEND monitoring visit, a summary of the key points:

- The visit did not include attending a formal PP review meeting
- There are currently no systems in place for monitoring the impact of PP spend, including no clear baseline from which to assess the impact.
- There is a clear attainment gap between non-PP children and PP children.
- There were four agreed actions included in her report, the priority being to ensure PP children receive the right support to meet their needs, and to quantify the impact of such.

CB expressed a view that the issue was lack of oversight or inconsistent approach in relation to PP children. He noted from his visit that the Inclusion Team work well but a clear process was needed and, communications with parents could be improved.

SJ informed governors that the forthcoming changes to the SEND framework and move to communities will present a big challenge for SEND provision. CB agreed saying that JB (SENCO) will need effective systems and processes in place to ensure she is well informed when attending SEND funding meetings.

AM said the plan is to have SEND surgeries with key staff to gather evidence to facilitate pupil progress meetings and assessment as to whether or not pupils are achieving their individual targets. The outcome will then be used to support clear SEND funding bids.

ST raised a question he had received from PH regarding the legality of the LA's action in delegating responsibility for SEND funding to Community Groups? SJ said the LA plans were pushing the responsibility for SEND assessments onto schools as going forward, pupil needs had to be identified through school assessment rather than the current diagnosis driven model. AM added that the 'This is Me' takes about 3 hours per pupil, which requires considerable school resources that would be otherwise delivering T&L.

CB commented that JB (SENCO) had benchmarked information and that up to 50% pupils on the SEND register were receiving support. AM replied saying that some SEND needs are medical not educational but that all cases are being passed onto schools to identify, action and provide support.

#### 5.2.2 Teaching and Learning

The T&L monitoring report was provided with the meeting papers but feedback and discussion was deferred to T6 due to neither LK or RB being able to attend the LGB meeting.

**ACTION:** To include the T&L monitoring report on T6 agenda.

### 5.2.3 SATS monitoring visit

TB provided verbal feedback on the monitoring visit that she carried out with RB. In summary, SATS was well run, there was a clear process and those pupils with access needs such as extra time were well known and documented. This was supported by comments received from the external invigilator who said the whole process ran smoothly, and pupil's were seen to be calm.

**ACTION:** TB to forward the written report when complete.

## 6. SCHOOL SPECIFIC POLICIES

**6.1 PE Policy.** The amended policy approved by Governors subject to the agreed amendments was provided with the meeting papers for information.

## 7. FINANCE UPDATE

### 7.1 March 2025 update

SJ asked if there were any comments on the March management accounts.

ST informed governors that staff costs remain high and above target, which is why there is a focus on establishing a nursery to generate additional income for the school.

**CB asked what were the reasons behind the volume of overtime?** SJ advised that wherever possible, teacher absence is covered by part-time teachers working additional days rather than using supply. In regards to the additional TA costs, this is due to either support staff working additional hours to cover 1-2-1 TA's or providing support to children with additional needs not in receipt of HNF.

**CB asked whether a realistic approach had been taken in preparing the 2025/26 budget in regards to overtime costs?** ST said that the 2025/26 budget was being discussed at the finance meeting on 30<sup>th</sup> June and he will raise the question with TN.

### 7.2 Nursery Funding

SJ informed governors that the DfE had awarded £150k grant funding towards the cost of establishing a nursery, and the school was committing £50k towards the project. Conversations were ongoing in relation to the phasing of establishing the nursery, and work programme planning for what will be phase 1.

### 7.3 Crowd Funding

TB and MG provided governors with an update on setting up a Crowd Funding page.

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MG said that Friday 16<sup>th</sup> May was supposed to be the launch date but although communications had been prepared, they were not sent out due to the funding page on the website not being live.

## 8. SAFEGUARDING, H&S AND ACCESSIBILITY MATTERS

### 8.1 Safeguarding

There were no matters to report.

### 8.2 H&S and Accessibility

SJ informed governors that the recent H&S audit identified a need to improve accident data collection and analysis especially in relation to 'near misses'. **TB asked what was a 'near miss'?** MG said a 'near miss' was to report a concern or issue that might result in an accident so preventable action can be taken adding that very few are reported.

In response to an increase in accidents involving EYS pupils, the children had received targeted awareness training to reduce the number of incidents.

### 8.3 Risk Registers

Governors noted the draft school risk register and Trust Risk registers. It was agreed that these would be discussed in detail in T6. ST agreed to ask for guidance on Trustee / Trust expectations of LGB's in relation to risk management at the Chair's meeting.

**ACTION:** ST to raise at Chair's meeting.

## 9. TRUST MATTERS

**9.1** The minutes of the Trust Board meeting held on 26<sup>th</sup> March 2025 were included with the papers. There were no matters arising.

**9.2** It was agreed that ST would raise the following matters at the Chairs meeting:

- Crowd funding
- Governor training
- School Risk Registers

## 10. TRUST POLICIES

**10.1** Governors noted that a Trust Communications Policy had been adopted. That the Staff Code of Conduct had been updated, and the changes were being reflected in a revised Governor Code of Conduct, which trustees would receive in T6.

## 11. ANY OTHER GOVERNOR MATTERS

**11.1** There were no other matters raised.

## 12. MEETING CLOSE

**12.1 Confidentiality:** Governors confirmed that 5.1.5 (part), 5.2 (part) and 7.3 (part) would be recorded as confidential.

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

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

- Wednesday 9<sup>th</sup> July 2025

**12.3 Meeting close:** ST thanked all attendees for their contribution to the meeting, and for AM and SJ for providing the HT update in TN's absence. The meeting closed at 1910.