

**LOOSE PRIMARY SCHOOL**  
**Local Governing Body Meeting**  
**Wednesday 18<sup>th</sup> May 2022**

**Present:** John Edgar (Chair of Governors (CoG)/Co-opted Governor), Sarah Holman (HT), Katherine Atkinson (Parent Governor), Richard Benjamin (Parent Governor), Berenice Pretlove (Co-opted Governor), Tim Williams (Co-opted Governor)

**In attendance:** Sean Johnson (DHT)

**Clerk:** Nicky Wheeler

Item Number	Action
<p><b>1 Welcome &amp; any introductions</b>            1.1 The CoG welcomed everyone to the meeting and introduced himself.</p>	
<p><b>2 Apologies for absence</b>            2.1 Apologies were received and accepted from Sam McMahon and Elizabeth Harris was not present.            2.2 The meeting was declared quorate.</p>	
<p><b>3 Declaration of Business Interest and any other admin matters</b>            3.1 No new interests to declare.</p>	
<p><b>4 Minutes of the last meeting and any matters arising</b>            4.1 The minutes of the last meeting held on the 23<sup>rd</sup> March 2022 were agreed and signed by the CoG.            4.2 Matters arising included the following points :</p> <ul style="list-style-type: none"> <li>• Governors were reminded to submit a short auto biography to NW for inclusion in the school newsletter</li> <li>• The finance policy has been updated following discussion regarding the difficulty of always obtaining 3 quotes</li> <li>• Governors will receive the latest version of the management accounts prior to each meeting for review</li> <li>• Governors were asked to consider completing training either via the NGA website or The Education People (available on GovernorHub) and SH advised that LPS have funds available to cover training costs. KA invited governors to attend an LGB meeting at Westborough Primary School where she is CoG to look at how other LGBs operate</li> </ul>	<p><b>RB, BP, TW</b></p>
<p><b>5 Any Other Urgent Business</b>            5.1 None reported.</p>	
<p><b>6 Trust Matters</b>            6.1 The minutes of the last Trust Board meeting on the 30<sup>th</sup> March 2022 had been received by governors.            6.2. JE advised governors that the Due Diligence work is underway in relation to the proposed merger with Orchard Academy Trust (OAT). We are working towards submitting an application to the RSC in December and, assuming it is approved, the merger should be completed in September 2023 to coincide with the retirement of the OAT CEO. SH advised governors that she has met with the HTs at OAT and their visions and values are aligned. The HTs at both trusts have now started to work together informally and she expects it to be a smooth transition.</p>	
<p><b>7 Trust Policies</b>            7.1 The following policies, approved by the Trust Board meeting of the 30<sup>th</sup> March 2022, were duly noted by the governors:</p> <ul style="list-style-type: none"> <li>• Business Continuity Plans</li> </ul>	

<ul style="list-style-type: none"> <li>• Equalities Objectives</li> <li>• Capability</li> <li>• Complaints</li> <li>• Finance</li> <li>• Risk Register</li> <li>• RSE</li> <li>• Whistleblowing</li> </ul>	
<p><b>8 School Strategic Matters</b></p> <p><b>Headteacher's report</b></p> <p>8.1 SH agreed to send governors a copy of her notes in Term 1, 3 and 5 when a verbal HT report is due. <i>(TW joined the meeting at 5.20pm)</i></p> <p><u>Staffing Update</u></p> <p>8.2 SH advised that LPS is are fully staffed for September 2022 and the staffing structure will be shared with staff and parents next term.</p> <p><u>School Improvement</u></p> <p>8.3 – 8.10 Contained in confidential annex</p> <p><u>Behaviour</u></p> <p>8.11 – 8.12 Contained in confidential annex</p> <p><u>Premises</u></p> <p>8.13 SH explained to governors that it is still challenging to obtain quotes for work and, even when they are provided, they are only valid for a short period of time and it is difficult to find contractors to complete the work. LPS had allocated £10k in the budget to carry out work to improve fencing this year but the cost has now increased to £17k whilst a quote for improvements to the toilets was over double the original budget.</p> <p><b>Q: What will the school use the unspent money that was in the budgets for?</b></p> <p>SH explained that the balance will be carried forward towards a larger capital project in the future, such as a dance studio. In the meantime, £100k has been allocated for the improvements to the toilets in next year's budget.</p> <p>8.14 SH advised governors that the trust had been successful with 3 of its CiF bids this year and they include 2 bids at LPS. One to replace flat roofs to both KS1 and KS2 buildings, which will increase thermal efficiency, and the other for replacement boilers in KS1 and KS2.</p> <p><u>Internal Reviews</u></p> <p>8.15 The trust recently conducted an internal review of Behaviour and Attitudes and it was found that LPS have high expectations around behaviour and this was supported by the recent Ofsted inspection.</p> <p><u>Volunteer Helper Agreement</u></p> <p>8.16 Governors <b>APPROVED</b> the volunteer helper agreement. SH advised that during the recent internal safeguarding review auditors were satisfied that all volunteers are checked and treated in the same way as employees.</p> <p><u>Survey Outcomes</u></p> <p>8.17 Survey outcomes had been circulated to governors and the following points were discussed :</p> <p><b>Q: Contained in the confidential annex</b></p> <p>8.18 Governors felt that some of the questions were rather vague and they should be more focused next year. One suggestion was to test the questions on a small sample of staff to ensure clarity before the survey is circulated to everyone and also to make clear over which period the respondent should base their answers.</p> <p><b>Q: How many people responded to the survey?</b></p>	<p>SH</p> <p>SH</p>

<p>SJ advised that 60 staff and 120 parents responded so it is only a small percentage and mostly people with strong positive or negative views. SJ explained that the trust operate in the same way in all of the schools yet at CPS the feedback towards the trust was positive and at LPS it was more negative so there are clearly issues involved around school culture.</p> <p><b>Q: Contained in confidential annex.</b></p> <p><b>Q: How are the concerns addressed with staff?</b></p> <p>SLT have offered to discuss concerns with staff but have not been approached by anyone. SJ will extend the offer again in the briefing note sent to staff and explain that the trust are addressing the issues raised in the surveys but change takes time.</p> <p><b>Q: Is the amount of Homework set still an issue?</b></p> <p>SH explained that a letter was recently sent to parents advising that the school will no longer set homework and no negative feedback was received so this does not correlate with the survey feedback. She will investigate this issue further with the Parent Council. Whilst no formal homework is set children do still have access to home reading books, TT Rockstars and other online resources.</p> <p>8.19 Contained in confidential annex</p>	<p><b>SJ</b></p> <p><b>SH</b></p>
<p><b>9 Finance</b></p> <p>9.1 March Management Accounts had been circulated to governors for review and SH advised that she is continuing to investigate potential capital projects. SH explained that monthly monitoring reviews are held with the trust finance team and the budget is adjusted as appropriate.</p> <p>9.2 A representative from the LGB will be invited to attend the final budget setting meeting of the year and NW will circulate the dates.</p> <p><b>Q: Why do governors need to attend the finance monitoring meetings?</b></p> <p>JE explained that trustees want governors to understand the decisions being taken and ensure that the resources are allocated to the priority areas before trustees approve the final budget.</p> <p><b>Q: Is there contingency in the budgets for inflation and increasing energy costs?</b></p> <p>SH confirmed that this has been considered and contingency included.</p>	<p><b>NW</b></p>
<p><b>10 Safeguarding and disability matters</b></p> <p>10.1 Contained in confidential annex</p>	
<p><b>11 Any other school matters</b></p> <p>11.1 Contained in confidential annex</p>	
<p><b>12 Governor Monitoring</b></p> <p>12.1 Monitoring pairs are :</p> <p>Leadership &amp; Management – KA &amp; BP</p> <p>Quality of Education – SM &amp; JE</p> <p>Welfare &amp; Safeguarding – TW &amp; RB</p> <p>12.2 The next monitoring visits will be on Friday 17<sup>th</sup> June at the following times :</p> <p>8-10am – Leadership &amp; Management (including finance/budget)</p> <p>10am-12noon – Quality of Education</p> <p>1-3pm – Welfare&amp; Safeguarding (including Health &amp; Safety)</p> <p>12.3 RB advised that he is unable to attend in June.</p>	
<p><b>13 Any other governor matters</b></p> <p>13.1 SH invited governors to attend events in school :</p> <p>Jubilee celebrations &amp; picnic lunch – 8<sup>th</sup> June</p> <p>Year R parents welcome evening – 22<sup>nd</sup> June at 6.30pm</p> <p>Sports Day – 30<sup>th</sup> June</p>	

Year 6 play – 12 <sup>th</sup> & 13 <sup>th</sup> July at 7pm Open Afternoon – 15 <sup>th</sup> July at 2pm 13.2 NW advised governors that there are plans to hold a social event for trustees and governors, possibly on the 13 <sup>th</sup> July (Date TBC)	NW
<b>14 Agreement of confidentiality and action points</b> 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.	
<b>15 Points to feedback to the Trust Board</b> 15.1 Improvements to surveys 15.2 Governor attendance at finance meetings	
<b>16 Dates for next LGB meetings and any school events</b> Wednesday 6 <sup>th</sup> July 2022 at 5.00pm Governors to see weekly newsletter for school events	

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	RB, BP, TW
8.1	SH agreed to send governors a copy of her notes in Term 1, 3 and 5 when a verbal report is due	SH
8.8	Before the next governor monitoring meetings impact reports from English, Maths, EY and History will be circulated and a 15 min slot with leads allocated during the visit for questions on quality of education / provision and outcomes	SH
8.17	SJ will extend the offer to discuss the survey in the briefing note sent to staff and explain that the trust are addressing the issues raised in the surveys but change takes time	SJ
8.17	SH will investigate the issue of homework further with the Parent Council	SH
9.2	A representative from the LGB will be invited to attend the final budget setting meeting of the year and NW will circulate the dates	NW
13.2	NW advised governors that there are plans to hold a social event for trustees and governors, possibly on the 13 <sup>th</sup> July (Date TBC)	NW