

**LOOSE PRIMARY SCHOOL**  
**Minutes of the Inaugural Local Governing Body Meeting**  
**Wednesday 10<sup>th</sup> October 2018 at 5.30 pm**

Present: Peggy Murphy (co-opted, CoG), Giacomo Mazza (joint HoS), Anita Makey (joint HoS), John West (co-opted), Samantha McMahon (parent), James Daniels (parent), Ingrid Dutch (staff)  
 In attendance: Darren Webb (EHT), Andy Lacey (Trust Business Manager), Bev Evenden (DHT), Clare Nursey (clerk)

Agenda item and discussion	Action or decision
<p><b>1 Welcome and introductions</b>            CoG welcomed everyone to this first meeting of the new LGB, and governors and staff explained their roles and backgrounds to each other.</p>	
<p><b>2 Apologies for absence</b>            No apologies received from Alan Chell (co-opted).</p>	
<p><b>3 Declaration of Business Interests</b>            3.1 Governors had all completed their declaration forms before the meeting and were reminded to declare any interests as discussion developed tonight.            3.2 Governors signed to confirm they had received and understood the Code of Conduct, Acceptable Use policy and the GDPR Privacy notice for governors.</p>	
<p><b>4 Update on Trust matters</b>            4.1 Governors had received the draft minutes of the July Trust Board (TB) meeting for information. EHT confirmed that in future, both LGBs would receive non confidential minutes of TB meetings only, with CoGs providing an update at LGB meetings. This would allow flexibility in TB discussions, for example if the LGBs themselves needed discussion as part of the TB's overall responsibility for provision and outcomes across the trust. The TB would receive main and confidential minutes of both LGBs' meetings.            4.2 EHT confirmed that both schools had converted to academy status on 1<sup>st</sup> September as planned though conversion grant funding had not yet been received (£25k per school). The land transfer for Loose Primary School had been completed but there was a hold up completing the transfer for Coxheath (both schools would have a 125 year lease on land). The TB and CPS LGB would keep an eye on the matter.            4.3 Governors confirmed that they had no questions on trust matters which they wished the CoG to raise at the next TB meeting.</p>	
<p><b>5 Trust policies</b>            Governors received the Trust policy schedule for information and were advised there had been one small change (concerning pay policies) since the version circulated. EHT confirmed that the majority of policies would now be agreed at Trust Board level and passed down to the two schools for implementation at school level.</p>	
<p><b>6 Head of School report (verbal)</b>            6.1 Governors received the current school staffing structure for information.            6.2 HoS updated governors on the following matters:</p> <p><i>Staffing</i>            6.3 Discussion contained in confidential annex for governors.            6.4 Bev Evenden continued to lead with students (1 Schools Direct trainee this year).</p> <p><i>Appraisal</i>            6.4 Teacher appraisals were underway and would be completed next term. One item</p>	

<p>in annex for governors.</p> <p><i>Continuing Professional Development (CPD)</i></p> <p>6.5 CPD was given high importance at the school and having impact, and further monitoring of impact was planned for Term 3 already. Provision included:</p> <ul style="list-style-type: none"> <li>• Outstanding Teaching Assistant Programme (OTAP) – held on Friday mornings, open to all TAs at LPS and CPS to enable upskilling</li> <li>• Outstanding Teacher Programme (OTP) – open to all staff; new staff are directed towards the training as are existing staff where a development need is identified</li> <li>• Enabling Independent Writing – positive and practical sessions for all KS2 staff</li> <li>• Mark Burns – working with the leadership team and middle and aspiring leaders</li> <li>• Pete White – providing coaching and challenge for leaders</li> </ul> <p><i>School improvement</i></p> <p>6.6 Governors had received the impact statement, school SDP and term 1 review report – discussion in confidential annex for governors.</p> <p><i>Pupil Outcomes</i></p> <p>6.7 Discussion in annex for governors.</p> <p><i>Admissions</i></p> <p>6.8 The Pupil Admission Number (PAN) was 630. The school currently had 655 children on roll, which was within the permitted 10% allowance.</p> <p><i>Safeguarding</i></p> <p>6.9 All staff had received the necessary training and Safeguarding update training would be provided at the planned INSET day in January.</p> <p><i>Behaviour</i></p> <p>6.10 In annex for governors.</p> <p><i>Health and Safety (H&amp;S)</i></p> <p>6.11 The H&amp;S walk had been carried out and no significant problems had been identified.</p>	
<p><b>7 Latest school data</b></p> <p>Covered in discussion at para 6.7 above.</p>	
<p><b>8 School Strategic Document and Impact Statement</b></p> <p>8.1 HoSs advised that 2019 targets had been set provisionally but would be revisited after moderation (governors to be updated at next meeting). Currently targets were:</p> <ul style="list-style-type: none"> <li>• Phonics Yr 1 – 91%</li> <li>• Key Stage 1 (Year 2) – Reading 82%, Writing 80%, Maths 84%</li> <li>• Key Stage 2 (Year 6) – Reading 86%, Writing 85%, Maths 88%</li> </ul> <p>8.2 HoSs advised that targets were ambitious but based on the children’s prior attainment.</p> <p>8.3 HoSs drew attention to the key priorities in the Strategic Document (page 6) which included Standards (especially in Maths and Reading), Wellbeing of children and staff, and curriculum development. On the latter, the EHT reminded governors that the intention was to have an Arts focus within the curriculum; a resident artist was already in post and it was hoped a resident musician might be employed in future.</p> <p>8.4 Governors <b>agreed that the Strategic Plan was very clear and focused</b> and would</p>	<p>Next agenda</p>

<p>be an excellent basis for their monitoring visits.</p> <p>8.5 Governors received and <b>agreed</b> the Pupil Premium report which would be posted on the website.</p>	
<p><b>9 Feedback from reviews</b></p> <p>9.1 Governors had received the report following the Term 1 internal review.</p> <p>9.2 HoS advised that the review had been very useful. It had brought up no issues which the school had not already identified and some key actions had already been addressed, eg a review last week had shown how well TAs were being used to support children in receipt of High Needs Funding. EHT advised the review system would be developed over time, ideally to include external input eg from Challenge Partners from other schools or from Five Acre Wood School re SEN.</p> <p>9.3 Some discussion in annex for governors.</p>	
<p><b>10 Parliamentary Review</b></p> <p>10.1 Governors received a hard copy of the publication and congratulated the school on its inclusion in this prestigious document.</p> <p>10.2 EHT explained that thought would now be given to how to develop opportunities following on from this, as inclusion in the document meant the school was now part of policy making at national level.</p>	
<p><b>11 Budget</b></p> <p>11.1 AL explained that the budget tool was not working yet so it was not possible to give reliable figures. There were in any case uncertainties, including the amount of top up funding to be received for the teacher pay award and unknown further sickness/absence cover costs. Reductions in High Needs Funding (HNF) would also impact as it looked as though HNF income would be £2.5k less than anticipated but all staff required were already in place to deliver what the children needed.</p> <p>11.2 The budget plan had forecast a rollover of £52k but this was now down to £35k. Some issues had yet to be thoroughly examined following conversion, eg costs connected with providing equality across the trust in terms of staff access to extended services. A reliable 3 year budget forecast had to be submitted by 9 November. The current plan (approved by the former FGB in May and submitted to DfE as part of the conversion process) was based on a reporting year of April to March and this had to be recast to meet the new academy reporting year of September to August.</p> <p>11.3 AL reassured governors that though Year 1 of the plan was likely to remain tight, the school would benefit from the new National Funding Formula (NFF) and income should increase by £140k in year 2 of the budget plan. EHT reminded the meeting that the school aimed to keep 2% total income in reserve and this should again be possible when the NFF impacted.</p> <p>11.4 Governors agreed it was difficult to visualise the budget without seeing monitoring data and EHT and AL agreed that summary data would be provided for future LGB meetings.</p> <p><b>Q. How would the LGB carry out budget monitoring and input to TB decisions?</b></p> <p>EHT – this raised questions about the structure of the trust and needed further exploration in light of discussion at 11.4 above. Possibly LGB budget monitoring visits could be planned to precede LGB meetings when the finance governor could feed back to other governors, or perhaps representation on the trust Finance and Audit (F&amp;A) committee should be reconsidered. LPS LGB did have a member on the F&amp;A committee (Alan Chell, absent tonight) to feed in to and provide feedback on those discussions but there was no representative of CPS LGB on that committee.</p> <p>11.5 Governors agreed it would be helpful to include school finance in the governor training sessions planned for December.</p>	<p><b>Decision</b></p> <p><b>Action – TB/F&amp;A</b></p> <p><b>Decision</b></p>
<p><b>12 Premises</b></p> <p>12.1 AL confirmed the first of this year’s 3 premises walks had been carried out this</p>	

<p>term and problems had been noted with one of the swimming pool filters. Daily tests were being carried out to ensure safety but a repair would be needed at some stage. The cost of this was unknown and would have budget implications.</p> <p>12.2 AL advised governors that, as an academy, the school could submit bids for capital funding to the ESFA. The first round of bids had to be submitted by December and he suggested the school bid for funding for work on the pool, including a new lining. Some discussion in annex for governors.</p>	
<p><b>13 Health and Safety</b></p> <p>13.1 Governors received the updated Emergency Procedures policy. The EHT pointed out this was an operational document which governors did not have to approve formally but they did have to see it in order to be assured that all necessary procedures were in place.</p> <p>13.2 AL advised that there was no automatic link between the buildings for the lockdown alarm, and this would cost £2k to upgrade.</p> <p>13.3 There were no other H&amp;S matters to discuss.</p>	
<p><b>14 Election of vice chair of LGB</b></p> <p>Governors agreed to defer discussion until T2 and were encouraged to consider between now and then whether they might volunteer for this role.</p>	Next agenda
<p><b>15 Governor monitoring visits</b></p> <p>15.1 Governors reviewed proposed monitoring pairs in the light of governors' experience and a potential conflict of interest, and agreed the following revision:</p> <ul style="list-style-type: none"> <li>• Standards – Ingrid Dutch and Samantha McMahon</li> <li>• Welfare – John West and Alan Chell</li> <li>• Leadership and governance including resources – Peggy Murphy and James Daniels</li> </ul> <p>15.2 The clerk would send the monitoring template to governors after this meeting.</p>	<p><b>Decision</b></p> <p><b>Action - CN</b></p>
<p><b>16 Governance lead roles</b></p> <p>Governors discussed appointing monitoring pairs to the lead governor roles but decided it would be preferable to appoint individual governors as below:</p> <ol style="list-style-type: none"> <li>a. SEND – Peggy Murphy</li> <li>b. Safeguarding/Child protection including H&amp;S – John West</li> <li>c. Finance – James Daniels</li> </ol>	<b>Decision</b>
<p><b>17 Governor training</b></p> <p>17.1 CoG confirmed that the trust was not buying into the LA's governor training package but that membership of the National Governance Association was to be arranged as a source of information and guidance. She encouraged governors to contact her if they had any queries or identified any other training needs once the planned governor training sessions had been completed.</p> <p><b>Q. Would new governors have a mentor appointed?</b></p> <p>CoG/EHT – this was unfortunately not practical with so many new governors, and governors should contact the CoG or EHT if they had any queries.</p>	
<p><b>18 Safeguarding and disability matters</b></p> <p>No matters raised other than to confirm that necessary work had been undertaken over summer and that further DDA related work would be arranged in future.</p>	
<p><b>19 Any other urgent business including Chair's update</b></p> <p>CoG had nothing further to add and no other matters were raised.</p>	
<p><b>20 Confidentiality</b></p> <p>20.1 Discussion at several items deemed confidential to governors and contained in confidential annex. Non confidential minutes to be publically available after approval at next meeting.</p> <p>20.2 Governors agreed that the Impact Statement, Internal Review report and the Emergency Procedures policy should remain confidential documents for governors only.</p>	

**21 Dates for diaries**

Next LGB meeting: **Wednesday 12<sup>th</sup> December 2018 at 5.30 pm** preceded by training session 2 at **4.30 pm** (Offering challenge & providing support plus session on school finance)

Signed.....

Date.....