

LOOSE PRIMARY SCHOOL
Minutes of the Local Governing Body Meeting
Wednesday 12th December 2018 at 4.45 pm

Present: Giacomo Mazza (joint HoS), Anita Makey (joint HoS), John West (co-opted), Samantha McMahon (parent), Ingrid Dutch (staff)

In attendance: Darren Webb (EHT), Andy Lacey (Trust Business Manager), Bev Evenden (DHT), Clare Nursey (clerk)

(N.B. Agenda was incorrectly ordered but corrected here)

Agenda item and discussion	Action or decision
<p>1 Welcome and introductions</p> <p>1.1 In the absence of the CoG and with no vice CoG appointed, governors agreed the EHT would chair this meeting.</p> <p>1.2 Those present had already agreed that, in view of low numbers of governors present, the planned training session on school improvement (covering accountability, data and strategic development) would be incorporated into the meeting as discussions progressed.</p>	
<p>2 Apologies for absence</p> <p>2.1 Apologies received and accepted from Peggy Murphy (CoG – unwell), Alan Chell (abroad) and James Daniels (prior commitment).</p> <p>2.2 The meeting was quorate with 4 of 7 local governors present.</p>	
<p>3 Declaration of Business Interests</p> <p>3.1 There were no new interests to declare.</p> <p>3.2 Governors were reminded to declare any interests as discussion developed tonight. Governors were also asked to ensure they declared any directorships or trusteeships held by themselves or family members in case these became relevant as related party transactions. EHT advised he had declared at the last Trust Board (TB) meeting that he and his wife were trustees of a charity.</p>	
<p>4 Minutes of the last meeting (10th October 2018)</p> <p>4.1 Minutes, including the annex, were agreed as an accurate record and signed by JW in the CoG's absence.</p> <p><i>Matters arising</i></p> <p>4.2 Budget information – EHT confirmed that while some budget data had been provided for discussion at item 11 tonight, the flow of information was still evolving and in future the Finance and Audit committee (FAC) would look at the detailed information and share key data with the LGB before decisions were made at TB level.</p> <p>4.3 Action points had all been dealt with or were on tonight's agenda.</p>	
<p>5 Update on Trust matters</p> <p>5.1 Governors had received the draft minutes of the October TB meeting for information and had no questions to raise.</p> <p>5.2 AL confirmed that conversion grants had been paid today (£25k per school) and that statutory trust returns (BFRO/budget and FMGS/governance) had been prepared and would be submitted to the ESFA to meet the deadlines.</p>	
<p>6 Trust policies</p> <p><i>Business Continuity Plan</i></p> <p>6.1 Governors had received the Plan, tailored for the school. EHT and AL confirmed this was an operational document, only needed in event of an emergency, and a live</p>	

<p>document which changed as staff changed etc. It was presented so that governors could be assured that that everything was in place should the plan ever be needed.</p> <p>6.2 Governors agreed it was a very thorough and comprehensive document and they thanked AL for his work in compiling the plan.</p> <p>6.3 Governors agreed the Plan should be adopted.</p>	Decision
<p>7 Head of School report</p> <p>7.1 Governors had received the written HoS report in advance of the meeting. Some discussion in confidential annex for governors.</p> <p>6.2 HoS updated governors on the following matters:</p> <p><i>Staffing</i></p> <p>7.3 The school was advertising for 2 x TAs (1 x High Needs Funded 1:1, plus 1 other) and leaders were considering moving TAs around.</p> <p><i>Appraisal</i></p> <p>7.4 Teacher appraisals had been completed and support staff reviews would now begin. EHT advised that, following discussions with the previous GB, Total Contribution Pay (TCP) gradings for support staff had been reviewed this year and criteria tightened so that an “outstanding” grading was now harder to achieve.</p> <p>7.5 AL reminded governors that the reporting year began in April for support staff at Loose and in September for staff at Coxheath. Ideally, both would start in September to align to teacher reporting but no changes would be made to terms and conditions during the TUPE period following conversion.</p> <p><i>Continuing Professional Development (CPD)</i></p> <p>7.6 Mark Burns’ coaching sessions for leaders continued and were proving very useful, encouraging leaders to reflect on how to deliver CPD in future for maximum impact but without overloading staff. Action plans had been agreed for aspiring leaders. The impact of dyslexia training would be monitored next term.</p> <p>Q. Does the timing of training impact in the classroom in terms of cover arrangements?</p> <p>HoS – Internal cover is arranged for training in the school day (regular supply teacher) but the timing of CPD is currently being discussed in school.</p> <p>Q. How do you measure the impact of leadership training? Is impact measured against SIP priorities?</p> <p>HoS – impact is monitored through action plans (monitoring and feedback), regular coaching meetings and through joining SLT meetings. Where appropriate impact is measured against SIP priorities but some objectives are personal targets.</p> <p><i>School improvement</i></p> <p>7.7 Governors had received the impact statement, strategic document and term 2 review report – some discussion in annex.</p> <p>7.8 Observations had been carried out in T1. Staff were encouraged to work as year group teams and a book look had been carried out in T2 which showed that SLT and year group judgements married. Year groups had identified actions to carry forwards, eg consistency of marking and feedback, and an action plan for each year had been developed which would be measured and monitored going forwards.</p> <p><i>Pupil Outcomes</i></p> <p>7.9 T2 data would be included in the updated statement next term following today’s Pupil Progress meetings .The impact statement showed targets for 2019 KS2 outcomes:</p>	

	All pupils	All pupils	Disadvantaged	Disadvantaged
	Expected+	Greater depth	Expected+	Greater depth
Reading	86%	37%	83%	33%
Writing	89%	29%	92%	15%
Maths	88%	38%	83%	23%
RWM	80%	17%	75%	15%

7.10 Leaders reminded governors that targets were aspirational and cohort specific. This group had high KS1 outcomes and current data (slightly adjusted today) showed they were on track for Reading, below for Writing but should make huge progress from now (leaders expect results in the 80%s), and below for Maths but an additional teacher in Year 6 was working with focus children. Disadvantaged children's data was affected by small numbers in the group (1 child = 8+%).

Collaborations

7.11 Pete White continued to provide coaching for leaders. The school remained in a local collaboration of 4 schools and leaders were reviewing how to proceed with this as the benefit to the school was debatable. Governors noted that the fact that the school was able to contribute a lot to the collaboration recognised the progress the school had made.

Q. How do leaders ensure staff see and experience best practice elsewhere?

HoS – leaders continually look for examples of best practice elsewhere and disseminate these to staff and encourage them to look for examples themselves. Currently looking at Deansfield School (part of Compass MAT).

Safeguarding

7.12 Particularly pleased with attendance figure – attendance of FSM children significantly improved, reflecting hard work by the Families and Community Manager in following up absences as soon as noted.

Behaviour

7.13 The picture was generally positive and had improved since the report was written. More staff (7) would be trained in team teaching in February and leaders were considering redeploying some staff to alleviate problems.

Curriculum

7.14 Curriculum development would be a big focus from next term in preparation for the new Ofsted inspection framework.

8 Latest school data

8.1 Governors had received the latest data dashboard and EHT and BE explained this was the first document Ofsted would look at (under the current inspection framework) before starting an inspection. BE took governors through the data:

- Data refers to last year's KS1 and KS2 cohorts
- Front page summary – contrary to what was printed, the school believed it had identified some meaningful trends
- Context – note: lots of boys at the school
- Progress measures – 0 is average (+ is better than average, - is less progress than average)
- Page 4 – relative progress affected by very low KS1 prior attainment in 2016; very different from other years but affects trends

<ul style="list-style-type: none"> • Pages 5 – 7 give different visual representations of results (0 is national progress – want the “blob” on or to the right of that line; “whiskers” show confidence intervals – wider the whisker less confidence in result, possibly because of small numbers in group; scattergram – want shapes above the line, teachers can access an interactive version of this to check individual pupils’ results) • Reading progress -2.2 affected by very high KS1 outcomes (54% high attainers) – presented a massive target to show progress • Writing progress shows middle attainers at KS1 did very well (top 20% in country), small number of low attainers so not statistically significant figure • KS1 data relates only to attainment – all above national figure except for disadvantaged children at expected in Reading and Writing and at greater depth in Writing. <p>8.2 Governors’ questions contained in annex and governors were invited to mail BE or EHT with any further questions.</p>	Governors
<p>9 School Strategic Document and Impact Statement</p> <p>9.1 These documents had been updated and EHT stressed they were the key documents for governors to use to hold the school to account.</p> <p>9.2 The strategic document contained the Self Evaluation Form (SEF) and the School Improvement Plan (SIP).</p> <p>9.3 The SEF would be sent to Ofsted as soon as an inspection date was notified. The document showed where leaders thought the school was at and governors should ask to see the evidence to justify judgements. The document was organised in 3 sections:</p> <ol style="list-style-type: none"> 1) Summary – the context of the school 2) Progress since the last inspection 3) Judgements for each of the 3 Ofsted framework areas (these would change under the new framework) plus a judgement for Overall Effectiveness. <p>Q. Should Outcomes still be judged 1 in light of last year’s results?</p> <p>EHT - this depended on whether one judged on a narrow band or as secondary ready. Outcomes were cohort specific and there had been a shift in data with a positive change in progress. However the judgement would be kept under review as further data emerged – to consider in T3.</p> <p>9.4 The SIP provided a framework for governors to hold leaders to account. The summary page made priorities clear and governors should ask leaders for evidence of impact including achievement of milestones during their monitoring visits.</p>	T3
<p>10 Feedback from reviews</p> <p>Governors had received the report following the Term 2 internal review and HoSs advised that actions from the T1 review had been completed and nothing surprising had come up in the latest review. Provision remained strong across the school.</p> <p>10.2 Some discussion in annex for governors.</p>	
<p>11 Budget</p> <p>11.1 Governors had received a high level summary of both trust and school budgets. AL highlighted:</p> <ul style="list-style-type: none"> • LPS had a healthy balance for all 3 years of the budget plan, affected by the change in reporting years on conversion to an academy, and helped by changes to the National Funding Formula (NFF) • Worst case scenario shown with income static and expenditure going up • Biggest risk to the budget was from the increase in teacher pension contributions but some government funding should be available as no school in the country could afford that level of increase • Governors should remember that LPS was subsidising Coxheath by around £27k this year (agreed at trust level) and as local governors they might have a view on that 	

<ul style="list-style-type: none"> Governors might also wish to consider what should be done with any money left above the recommended reserve figure. <p>11.2 EHT advised that a paper on a trust reserves policy was to be considered by the TB next week. Governors agreed that reserves should be used prudently as the budget was currently finely balanced. They unanimously agreed that any reserves should be used for the benefit of the trust as a whole as there was little point in having a trust if schools did not support each other. EHT welcomed this expression of support for the trust approach as with a shared approach to resources all 1000 children in the two schools would benefit. AL reminded the meeting that if CPS's roll increased, the positions may be reversed in future and CPS reserves might be used to benefit LPS.</p> <p>11.3 AL confirmed there were no variances to report at this meeting and full budget monitoring data would be available at the next LGB meeting.</p> <p>11.4 AL advised that extended services debt was currently less than £1000 which was a very significant improvement on the previous situation.</p> <p>11.5 EHT confirmed that the TB would make a decision on the future leadership structure of the trust at their next meeting and he would email details after that meeting. Plans involved a reorganisation not a restructure and would add only a small cost to the budget (already included in figures presented tonight).</p> <p>11.6 As requested at the last meeting, AL had investigated the cost of insuring for TA absences. Including all TAs on the policy would add £2800-2900 to the cost and no claim could be made for the first 3 days' of absence. Governors agreed this did not provide value for money and AGREED it should not be pursued. Cover would remain in place for teachers and the SENCO only.</p>	Decision
<p>12 Premises</p> <p>12.1 No premises walk had been undertaken since the last meeting.</p> <p>2.2 AL advised there were problems with the swimming pool, as one filter had broken and it was proving difficult to find a contractor to repair this (the pool could still be used with only 1 working filter).</p>	
<p>13 Health and Safety</p> <p>13.1 Next H&S walk planned for 8 January and JW would join this for governor monitoring.</p> <p>13.2 AL had compiled the list of statutory inspections required for compliance (all previously carried out by the LA). Advice was that HoSs and EHT should be involved in training to know responsibilities – AL arranging 1 day's training, SLT to discuss further.</p> <p>Q. Does the trust have comprehensive insurance for all its new responsibilities? AL – yes, comprehensive risk protection policy provided through the ESFA.</p>	JW SLT
<p>14 Election of vice chair of LGB</p> <p>Deferred to next meeting as TB would discuss the position at their next meeting.</p>	Next agenda
<p>15 Governor monitoring visits</p> <p>15.1 HoSs thanked governors for their time and support during recent monitoring visits.</p> <p>15.2 Governors reported they had found the visits very useful in getting to know staff and finding out more detail of what was going on in school. They had found the learning walk particularly useful, seeing the children in school and picking up the positive atmosphere, and they asked to meet class teachers and pupils (to hear Pupil Voice) on future visits. They had though found the time allocated for visits a little short but acknowledged this may be because these were first visits. HoSs to review timings of next visits. (No feedback from L&M visit as both monitoring governors absent from this meeting.)</p>	HoS
<p>16 Governor training</p> <p>EHT confirmed that training provided by the trust would develop over time and meantime governors were encouraged to seek guidance from leaders, look for advice</p>	

on the NGA site etc.	
17 Safeguarding and disability matters AL confirmed that all necessary DDA work was complete and no other matters were raised.	
18 Any other urgent business including Chair's update No other matters raised.	
19 Confidentiality 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. 20.2 Governors agreed that the Head of School report, Impact Statement and Internal Review report should remain confidential documents for governors only.	
20 Dates for diaries Next LGB meeting: Wednesday 6th February 2019 at 5.30 pm Preceded by training session 3 (Offering challenge & providing support) at 4.30 pm	

Signed.....

Date.....