

LOOSE PRIMARY SCHOOL
Minutes of the Local Governing Body Meeting
Wednesday 27th November 2019

Present: John West (Co-opted, Co - CoG), Sam McMahon (Parent, Co-CoG), Sarah Holman (HT), Ingrid Dutch (Staff), Emma Eldridge (Co-opted), John Kenny (Co-opted), Mark Baker (Parent)

In attendance; Carole Hardy (Chair of Trustees), Anita Makey (HoS), Clare Nursey (Trust Clerk,) Liz McLaren (Schools Clerk)

Item number	Action
<p>1 Welcome and any introductions</p> <p>1.1 JW welcomed everyone to this meeting, his first as co-chair of the LGB, and explained that Carole Hardy, Chair of Trustees, was attending to answer any questions at item 6 on the agenda.</p> <p>1.2 CoG reminded governors that discussions at meetings were confidential and that the role of governors was to help ensure the school operated in a way which best met the interests of the children in school. He reminded governors that they were volunteers and advisers to the school, and encouraged all governors to contribute to discussions and to vote when called on.</p> <p>1.3 CoG advised that the clerk (LM) was going to record the meeting to assist with minute taking and the recording would be deleted as soon as draft minutes had been approved. There were no objections.</p>	
<p>2 Apologies for absence</p> <p>All present.</p>	
<p>3 Declaration of business interests and any other admin matters</p> <p>1.1 There were no new interests to declare.</p> <p>1.2 Governors acknowledged receipt and acceptance of:</p> <ul style="list-style-type: none"> • The Code of Conduct 2019 • Acceptable Use and Acceptable Use of Wi Fi policies • The Governance Privacy Notice (GDPR) <p>1.3 HT reminded governors of the need to be mindful of GDPR considerations when texting on personal phones. E mails on school matters should only be sent using the school email system, and governors were reminded to scroll down through messages as the system “stacked” messages and messages at the bottom of a chain could easily be missed. Any problems, governors should contact Ken (IT support – available in school on Fridays only).</p> <p>1.4 A governor contact list would be circulated shortly.</p>	CN
<p>4 Minutes of the last meeting (date) and any matters arising</p> <p>4.1 Minutes of the last meeting were agreed to be accurate and signed by the CoG.</p> <p>4.2 There were no matters arising.</p>	
<p>5 Any other urgent business</p> <p>There were no other urgent matters to discuss.</p>	
<p>6 Update on Trust matters</p> <p>6.1 Governors confirmed they had received minutes of the last TB meeting and had some questions to raise (some discussion in annex for governors).</p> <p>Q. Does the school or trust have an external source of funding for staff professional development?</p> <p>HT advised there was none, except when the school or trust offered training events which other schools were invited to attend if they contributed to costs.</p>	

<p>Q. Would the school have to pay for central services once the new business structure was in place?</p> <p>CH advised that the new structure, with a Company Secretary, Trust Finance Manager, Trust HR Manager and Trust Administrator/PA, would provide services across the trust and that each school would contribute, according to school size, to the central fund to pay for shared services. There would be some savings from the reorganisation, including by not paying for external services, and this would be put into the central fund (possibly one single trust bank account instead of separate school accounts as now).</p> <p>Q. Had the trust itself decided that only 2 CoGs could sit as trustees on the Trust Board?</p> <p>CH advised that this had been a condition of St Katherine’s conversion and was now DfE policy. The TB had held extensive discussions on how to ensure that no LGB was disadvantaged by this, and for now had agreed that JW would be invited to attend every TB meeting though would not be a trustee. In the longer term, CoGs may not sit on the TB at all but might instead establish a chairs committee, to meet the EHT and Chair of the TB at a separate meeting – this was still under discussion. [JW advised he could not attend the next TB meeting but would meet CH separately to catch up.]</p> <p>Q. Who actually monitors the trust itself?</p> <p>CH advised that DfE and the Education and Skills Funding Agency (ESFA) monitor all trusts very closely, and trusts are required to submit annual reports to prove accountability. The trust set Key Performance Indicators to measure its own performance (similar measurable targets were set at school level in the SIP) and Members were required to meet annually to review the trust’s performance (see para below). Internally, trust board minutes are circulated to governors (and published on the trust website) for scrutiny and any concerns raised by LGBs are reported at TB meetings. Trustees receive a HT report at every meeting (via the EHT report) to stay informed of actions in school. CH stressed that open communication was of high importance throughout the trust, and it was important that governors raised any concerns they might have.</p> <p>6.2 CH reminded governors that the Members AGM was being held on 11th December and all governors were invited to attend and stay for a social gathering afterwards. She advised that the auditors’ report would be presented at the AGM, and the auditors had been very impressed with financial arrangements and controls at CPP and had complimented the finance team, which was a reassuring sign that all was going well.</p> <p>6.3 Governors had received the new monitoring visit report template (prepared by CH after a suggestion from JW) and CH explained these were tailored for each school and designed to focus governor visits on priorities in the SIP. She confirmed that the main responsibility to monitor safeguarding would come under Leadership and Management. The clerk would create similar templates for CPS and SKPS governors to use.</p> <p>6.4 Governors confirmed receipt of:</p> <ul style="list-style-type: none"> • Scheme of Delegation 19/20 • Trust Strategic Document (showing KPIs on page 3) 	CN
<p>7 Trust policies</p> <p>7.1 Governors noted the following policies approved at the last Trust Board meeting and now posted on CPP website:</p> <ul style="list-style-type: none"> • Safeguarding • Pay • Managing allegations against staff 	

<p>7.2 Governors noted the following internal policy approved at the last Trust Board meeting and available on request:</p> <ul style="list-style-type: none"> • Finance 	
<p>8 School strategic matters</p> <p>Headteacher's report</p> <p>8.1 The Headteacher's report had been circulated prior to the meeting, and she updated governors and they asked questions as follows:</p> <p><i>a) Staffing Update</i></p> <ul style="list-style-type: none"> i. One TA in Yr R had been unwell and was leaving in January. There were currently 2xTAs vacancies. ii. A Nurture teacher (seconded) had been secured and funded by HNF. <p>Q. Who leads on induction for new staff?</p> <p>HT - there were different leaders, sometimes the line managers or a senior leader. If new staff were class-based staff, ie teachers or TAs, then they would be in pairs to enable them to shadow and learn from someone in a similar role. At the end of their induction they are asked if there is anything else they need. The first term they are supported and provided with shadowing and modelling. During the second term they are supported if needed in order to ensure the quality of teaching and learning.</p> <p><i>b) Staff Appraisals</i></p> <p>HT confirmed that these had been carried out for all teaching staff and support staff appraisals were now being completed. Two questions in annex for governors.</p> <p><i>c) Professional Development Summary</i></p> <p>HT advised that the school spent money on high quality coaching/speakers to challenge staff to be the best they can be. Time was given to staff to attend PD meetings three times a term. The focus was on the needs of the school, so reading, maths and curriculum are the priorities.</p> <p>Q. Is the teaching/learning lead specific to LPS or working across the Trust?</p> <p>HT confirmed that the teaching/learning lead was based at CPS but worked across the Trust, and worked extremely effectively in supporting new staff and HLTAs.</p> <p>Q. How much time does the teaching/learning lead spend at Loose?</p> <p>Currently one day (two mornings) at Loose and 3 days at Coxheath (2 of these in a teaching role).</p> <p><i>d) School Improvement - Teaching and Learning</i></p> <p>HT advised that teaching and learning remained strong in all year groups. The quality of the TAs was excellent.</p> <p>Q. Regarding the statement, Teaching and learning is good or better in all year groups, what is the evidence for this?</p> <p>HT advised that evidence came from books, outcomes, pupil voice, and outcomes in the broader sense (ie not just outcomes at the end of Yr 6, although very important, but internal outcomes, etc). The HT advised that various ways are used, for example using the new method of Deep Dive enquiry and evidence using questions coming through from schools that have had a recent Ofsted inspection.</p> <p>Q. How do you collect pupil voice?</p> <p>The children were asked questions and evidence was also shown in books.</p> <p>Q. Is this done during learning walks or throughout the day?</p> <p>The HT confirmed that this can be at any time. She advised that they were in the training stage in this in terms of the new Ofsted framework in all subjects.</p> <p>Q. Are lesson observations taking place?</p>	

HT advised that these happen less and less, and staff are now used to the SLT going in and out of classes for drop ins and learning walks instead.

HT noted that, going forwards, and with the new Ofsted emphasis on the curriculum, these (above) are the kind of questions governors need to ask to show challenge.

e) Pupil Outcomes Summary – no further comment

f) Collaboration & Consultant Support/Feedback- no further comment

g) Admissions & School Roll

The HT advised that there had been a very good turnout at the Parents open day and extra sessions had been arranged too.

h) Inclusion

AM advised that there were currently 12 children with EHCPs with two pending so the number would be likely to increase to 14. This was the highest number of EHCP children in Maidstone last year. These children had very specific needs and the school had been successful in gaining the High Needs Funding for them (STLS were being consulted over the special provision needed). The school was now attracting children from outside the catchment area and some of these children did not come with an EHCP and the school had to fund a TA until the HNF was received. Sometimes there were variables on the amount of support needed and the amount which was actually funded and decisions then had to be made on how many hours would be offered to the child.

HT confirmed that AM was currently working across the Trust so as to share her expertise.

AM

i) Safeguarding – no further comment

j) Attendance

The HT confirmed that the children's attendance was good. There were three support staff currently on long term sickness.

k) Behaviour

Q. Why is the figure for incidents so high for term 1?

HT advised that this figure included children who had 5 or more reflections and were then placed on PSBs/PSPs. These figures would need to be looked as time went on. AM would supply a breakdown of behaviour figures and report back to the welfare monitoring governors.

l) Health & Safety

Q. Do you have a lockdown drill procedure?

HT advised that lockdown/emergency evacuation (fire) procedures took place once each term.

m) Premises Update – no further comment

n) Budget Update

i. The HT advised that this was currently very healthy. The reserve should be a

<p>minimum of 2% and the forecast showed 4.3%.</p> <p>ii. HT advised that the monitoring pair should question whether the Pupil Premium had been spent and if not, why not.</p> <p>iii. The sports premium spending had been approved by the Trust board (Any spending over £15k had to be approved by Trustees.) Again, the Welfare Pair should examine and question spending of the sports premium.</p> <p><i>o) Other – nothing further to add</i></p> <p>School strategic document</p> <p>8.2 The School Strategic Document had been sent out to all Governors. The HT advised Governors that this would be better looked at as part of monitoring visits. P7 showed the quality of teaching with grading; page 12 onwards was the school improvement plan.</p> <p>Q. How do you feel about the targets?</p> <p>HT advised that they are aspirational and explained the process of how the targets are reached.</p> <p>Inspection Data Summary Report (IDSR)</p> <p>8.3 The HT explained the report and advised that this was a benchmark comparison with other schools. Page 4 showed quintiles which showed where the school currently sat. The last page showed national comparisons. Governors had no questions to ask.</p> <p>Feedback from reviews – T1 internal report</p> <p>8.4 The HT gave feedback on the review (T1 internal report circulated before the meeting) and advised that Governors should question any items in red. She confirmed that the Legionella checks were now being fully recorded. Governors had no questions to ask.</p> <p>School statutory documents</p> <p>8.5 Governors approved the following School statutory documents:</p> <ul style="list-style-type: none"> • Accessibility Plan • Emergency Procedures • Pupil Premium Statement 	
<p>9 Safeguarding and disability matters</p> <p>HT confirmed that all staff had signed the safeguarding policy. There was nothing further to report.</p>	
<p>10 Any other school matters</p> <p>HT advised that planning was taking place for the residential trips in 2020 and governors would be asked formally to approve these at the next meeting. The usual two trips were planned: Yr 4 to Sayers Croft in April (3 days, 2 nights) and Yr 6 to the Isle of Wight in June (Tues – Fri). The Sayers Croft itinerary was organised by the centre itself but the school itself organised events on the IoW trip and would follow the usual format.</p> <p>Q. How many children go on the trips?</p> <p>HT replied that most children in each year group usually attended.</p>	
<p>11 Governor monitoring</p> <p>11.1 Monitoring pairs/responsibilities were confirmed as follows (each pair included one teacher):</p> <ul style="list-style-type: none"> • Quality of Education – Sam McMahon & Emma Eldridge • Welfare – John West & Ingrid Dutch 	

<ul style="list-style-type: none"> Leadership and Management – John Kenny & Mark Baker <p>11.2 Emma Eldridge would have responsibility to monitor SEND.</p> <p>11.3 Monitoring visit dates for 19/20 were confirmed as:</p> <ul style="list-style-type: none"> Friday 13th December 2019 Friday 27th March 2020 Friday 10th July 2020 <p>11.4 HT would circulate the programme for next visits after this meeting and reminded governors to review the full strategic document before visits.</p> <p>11.5 HT advised that the budget monitoring meeting would be held on 16th December and the report would be mailed to governors a week earlier. [If MB was unable to attend on this date, governors agreed that JK alone should attend.]</p> <p>11.6 CoG confirmed there were no monitoring reports to review at this meeting.</p> <p>11.7 Governors reviewed the new format monitoring report and suggested one change (Agreed Actions to follow Additional Comments) – clerk to action and circulate revised versions.</p>	<p>HT</p> <p>HT</p> <p>CN</p>
<p>12 Any other governor matters</p> <p>12.1 No training needs were identified at this meeting.</p> <p>12.2 CoG reminded governors again that discussions at LGB meetings were confidential, and governors should be careful not to get into any local issues with parents or others when attending the school for any reason, but instead to refer people to the school office.</p>	
<p>13 Agreement of confidentiality, action points, and points to feed back to the Trust Board</p> <p>13. 1 Some discussion at items 6 and 8 in confidential annex for governors.</p> <p>13.2 Action points in table below.</p> <p>13.3 CH to report LGB’s discussions at item 6 to next TB meeting.</p>	
<p>14 Dates for next LGB meetings and any school events</p> <p>Wednesday 5th February 2020 at 5.30 pm</p> <p>Wednesday 18th March 2020 at 5.30 pm</p> <p>Wednesday 13th May 2020 at 5.30 pm</p> <p>Wednesday 8th July 2020 at 5.30 pm</p>	

Signed.....

Date.....

Para no	Action points	By whom/when
1.4	To issue a contact list for Governors	CN
8.1.k	AM to provide a breakdown of behaviour figures and to report back to the monitoring pair	AM
11.4 and 11.5	Confirm timetable for monitoring visits and circulate strategic document and budget information	HT
11.7	Amend monitoring report template and recirculate	CN